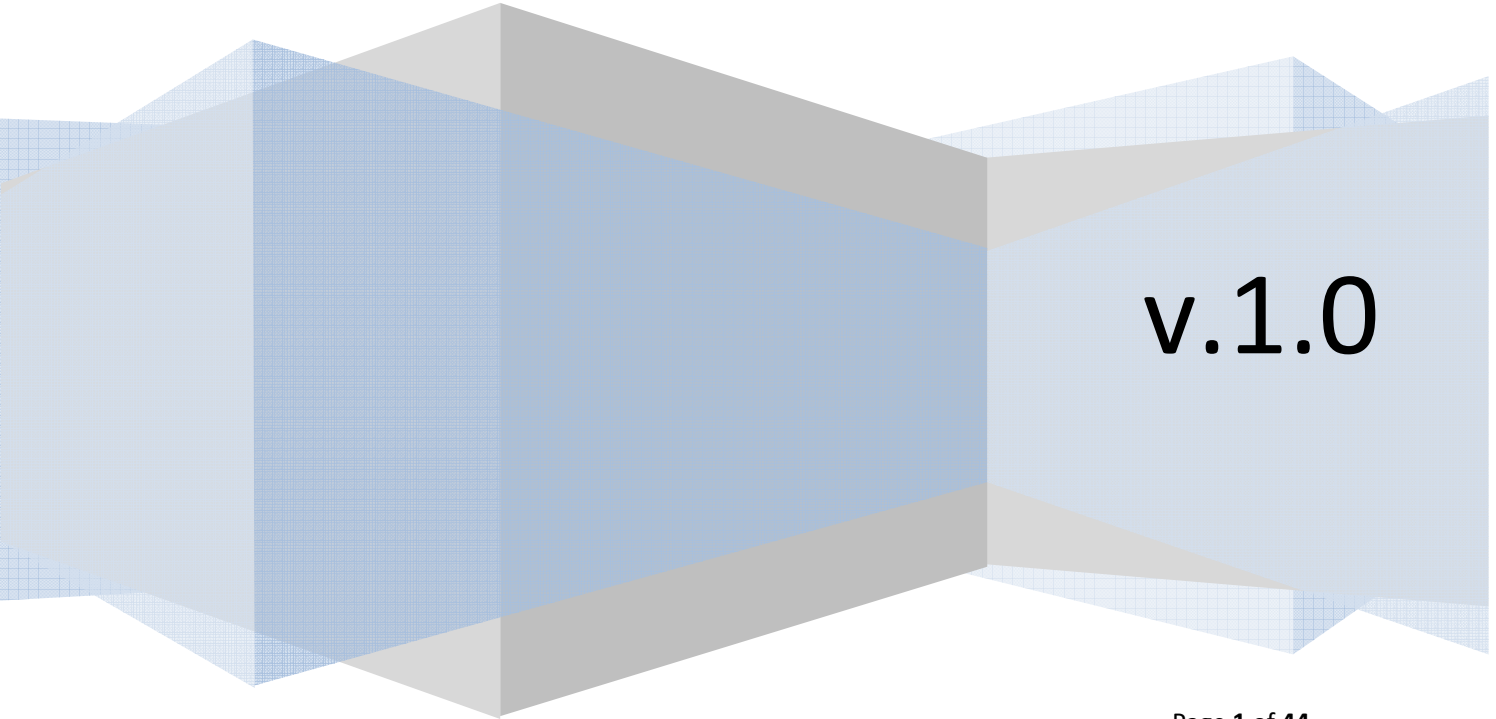


PROPERTY VENDOR APPLICANT (PVA) USER MANUAL

By Quadsq



v.1.0

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TO GET MORE INFORMATION ABOUT TUTORIALS ON PVA SOFTWARE, PLEASE
VISIT OUR WEBSITE: www.quadsq.com or www.quadsq.co.uk

PVA Settings Manager

PVA Setting Manager allows you to initiate the setting required to setup the database.

There are three types of Storage Modes;

1. **Local Database** – Used for standalone (non-networked setup) example on a single desktop or laptop device. You may install separately on more than 1 machine but the data stored will not point to a server and therefore the data stored will only be saved on the local device/computer only.
2. **New Sql Server Database** - Used for new Sql Server Database only. If you would like to use more than 1 computer that run the software and are linked by network (LAN) this type of storage mode should be used.

You MUST have a Server machine with SQL Server installed before installing the software.

Please note that the Setup must be installed in the Server itself before installing on any local computers.

WARNING – Selecting New Sql Server Database mode if you already have an existing Sql Server Database will overwrite and delete all previously saved data in the server files. To add new computers you MUST use the Existing Sql Server Database mode.

3. **Existing Sql Server Database** – If you have already installed the New Sql Server Database and would like to add more computers to the server already created, you can use this type of storage mode and add the new computers by pointing to the server name using the existing user name and password for the existing server.

Installing a Local Database Mode

Simple Select Storage Mode as “local database”

Select the “Save” button

If you want to set-up the SMS and Automatic Postcode searches facilities, you must enter the username and password of the suppliers as follows:

SMS: contact www.quadsq.com

Postcode: www.quadsq.com

If you do not have a membership with the above as of yet, leave blank and don't worry you can always go back to the settings anytime later and setup.

Please see section.... how to setup at a later stage.

Agency Settings Screen

Agency Settings

Id

Name

Name or Number

Street

Town

County

Postcode

Lookup

Telephone

Email Address

Logo

No image data

Browse

Website

Credits

Create

Close

Setting your logo, company, and contact details

Agency Settings

Id

Name

Your Name or Company Name

Name or Number

123

Street

London Road

Town

Putney

County

London

Postcode

SW 18 4BD

Lookup

Telephone

0208 123 4567

Email Address

youremail@address.com

Logo

No image data

Browse

Website

www.yourwebsite.com

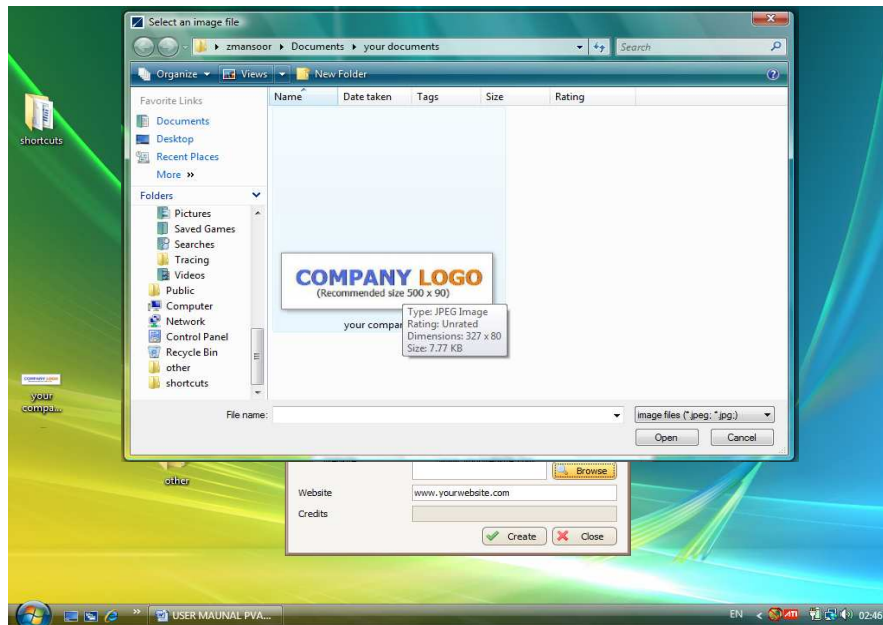
Credits

Create

Close

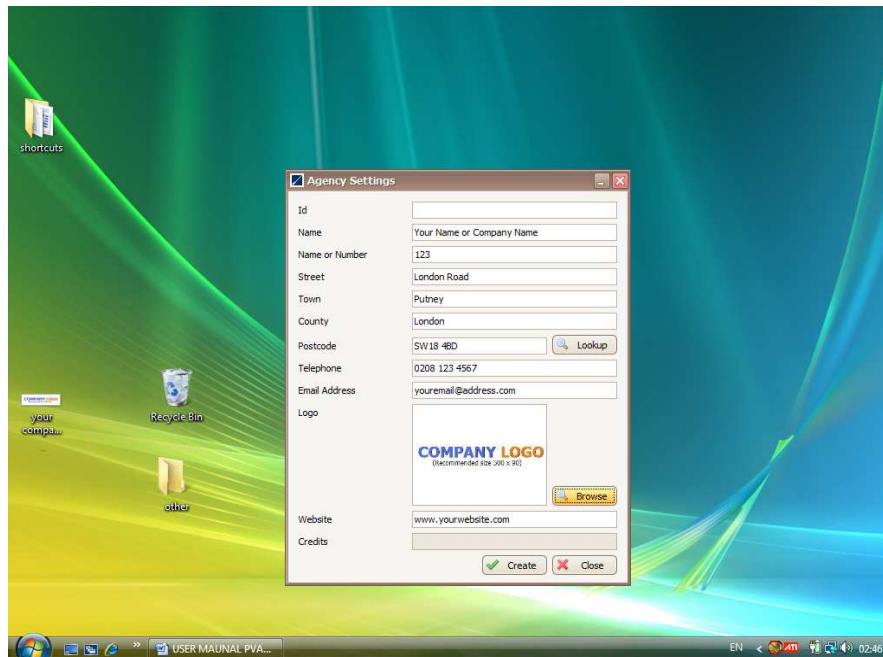
Setting your logo

Select Browse, open the location/ folder where the files are saved, select the file and select open.

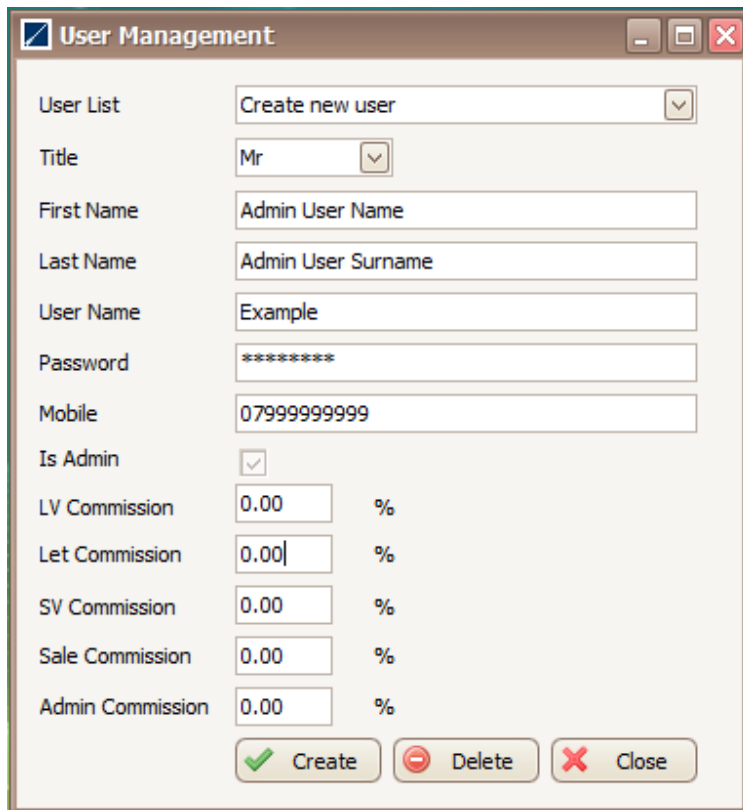


When you are done you will see the logo appear in the Agency Settings Screen.

To Proceed, Select the Create button.



User Management Settings



The 'User Management' dialog box contains the following fields and controls:

- User List:** A dropdown menu with 'Create new user' selected.
- Title:** A dropdown menu with 'Mr' selected.
- First Name:** Text input field containing 'Admin User Name'.
- Last Name:** Text input field containing 'Admin User Surname'.
- User Name:** Text input field containing 'Example'.
- Password:** Password input field containing '*****'.
- Mobile:** Text input field containing '07999999999'.
- Is Admin:** A checked checkbox.
- LV Commission:** Text input field containing '0.00' followed by a '%' symbol.
- Let Commission:** Text input field containing '0.00' followed by a '%' symbol.
- SV Commission:** Text input field containing '0.00' followed by a '%' symbol.
- Sale Commission:** Text input field containing '0.00' followed by a '%' symbol.
- Admin Commission:** Text input field containing '0.00' followed by a '%' symbol.
- Buttons:** 'Create' (with a green checkmark icon), 'Delete' (with a red minus icon), and 'Close' (with a red X icon).

LV – commission for person who takes on a letting property

Let Commission – commission for the person who lets a property (this is a percentage of profit made)

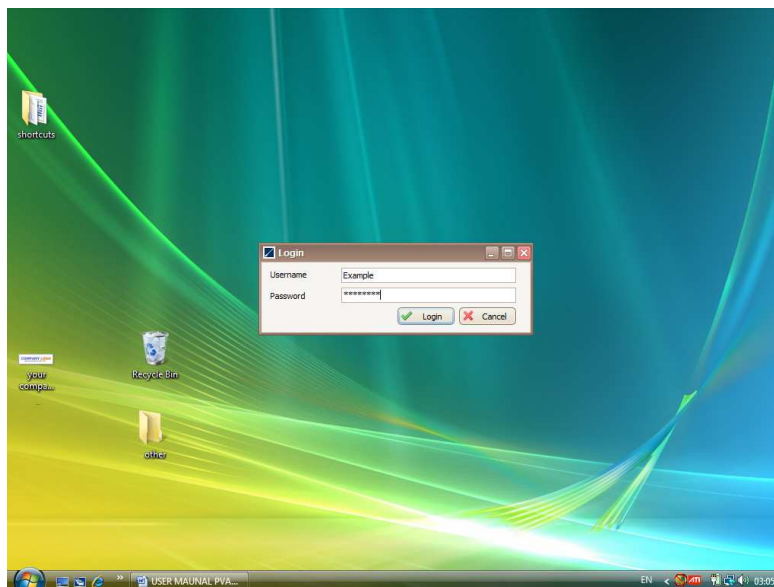
SV Commission - commission for person who takes on a sales property

Sales Commission – commission for the person who sells a property (this is a percentage of profit made)

Admin Commission – This is the commission on any administration fees charged.

Press the Create button to create the admin user, once the Admin user is setup, Close the User Management form.

Logging in to the system



Enter you username and password and press login button.

Registering a New Property

Register a property for Sale or To let

The screenshot shows the 'Property Vendor Applicant' software interface. The 'Properties' tab is active, displaying a form for registering a new property. The form is divided into several sections:

- Property Address:** Includes radio buttons for 'For Sale' (selected) and 'To Let'. Fields for 'Number or Name' (25), 'Street' (Acacia Road), 'Town' (Streatham Road), 'County' (London), and 'Postcode' (SW16 7DD) with a 'Lookup' button.
- Property Summary:** Fields for 'Price (£)' (200000), 'Bedrooms' (2), 'Status' (For Sale), 'Receptions' (2), 'Property Type' (Flat), and 'Summary' (Two Bedroom Flat). A 'Description' field contains a placeholder text.
- Key Ref:** Fields for 'Key Ref' (11) and 'Alarm Code' (1234).
- Sale / Letting Fee:** Radio buttons for 'Value Fee (£)' and 'Percentage Fee (%)' (selected). Fields for 'Fee' (2.5) and 'Fee Upfront' (checked).
- Letting Options:** 'Letting Type' (Intro Only), 'Allow Dss' (unchecked), 'Furnished' (unchecked), and 'Availability' (29/07/2011).
- Bullet Points:** A list of '6 Property bullet points' with an 'Add' button.
- Property Features:** A list of 'Bedroom 1' with an 'Add' button.
- Energy Performance:** Fields for 'EE Current' (67), 'EE Potential' (80), 'EI Current' (67), and 'EI Potential' (90).
- Property Images:** A section for 'Image Description' (Bedroom 1) with a 'Floorplan' checkbox and a 'Browse' button. A thumbnail image of a bedroom is shown.
- Filter:** A section on the right with filters for 'Price', 'Bedrooms', and 'Status' (All, Available, Unavailable, For Sale, To Let, Dss, Non-Dss).
- Properties:** A list of '1 Properties Found' with a 'Select All' checkbox. The first property is '25 Acacia Road Streatham Road London SW16 7DD'.

The bottom of the interface has a toolbar with buttons: Print, Certs, Clear, Update, Upload, Print List, and Delete.

To register for sale or to let select the top left of the Properties screen whether it is for sale or to let.

Fill in the information:

This is a close-up of the 'Property Address' section of the software interface. It shows the following fields and options:

- Radio buttons for 'For Sale' (selected) and 'To Let'.
- 'Number or Name' field: 25
- 'Street' field: Acacia Road
- 'Town' field: Streatham Road
- 'County' field: London
- 'Postcode' field: SW16 7DD with a 'Lookup' button.

Number or name of property, Street, Town, County and Postcode.

If you don't have a membership with automatic postcode finder, you must enter the information manually

Property Summary

Price (£) Bedrooms

Status Receptions

Property Type

Summary

Description

Key Ref Alarm Code

Sale / Letting Fee

☐ Value Fee (£) ☒ Percentage Fee (%)

Fee Fee Upfront ☒

Letting Options

Letting Type Allow Dss ☐

Furnished ☐ Availability

Enter the information about the property

Enter a One Line Summary

You should enter your description of the whole property here in brief e.g. number of bedrooms, numbers of rooms, number of bathrooms, location of property, any key features you want to outline in brief. You should try and keep it at a max of 75 words.

Select the Fees you are to collect from the Vendor in a percentage of the value of the property.

Bullet Points

Bullet Points List

Bullet Point

Property Features

Feature List

Feature

Dimensions (m) (x) (y)

Description


Energy Performance

EE Current EE Potential

EI Current EI Potential

Property Images

Image Description ☐ Floorplan



1 / 6



To add new bullet



Remove bullet point



To add a new feature



To remove feature

Select if the image is a floor plan

View Next and Previous pictures

Browse to add a picture or floor plan

Remove existing Image

Property Vendor Applicant

File Settings Help

Properties Vendors Applicants Calendar Reports Contacts Messages

Property Address

☐ For Sale ☐ To Let

Number or Name: 25

Street: Acacia Road

Town: Streatham Road

County: London

Postcode: SW16 7DD

Property Summary

Price (£): 200000 Bedrooms: 2

Status: For Sale Receptions: 2

Property Type: Flat

Summary: Two Bedroom Flat

Description: You should enter your description of the whole property here in brief e.g. number of bedrooms, numbers of rooms, number of bathrooms, location of property, any key features you want to outline in brief. You

Key Ref: 11 Alarm Code: 1234

Sale / Letting Fee

☐ Value Fee (£) ☒ Percentage Fee (%)

Fee: 2.5 Fee Upfront: ☒

Letting Options

Letting Type: Intro Only Allow Dss: ☐

Furnished: ☐ Availability: 29/07/2011

Bullet Points

Bullet Points List: 6 Property bullet points

Bullet Point:

Property Features

Feature List: 6 Property features

Feature:

Dimensions (m): (x) (y)

Description:

Energy Performance

EE Current: 67 EE Potential: 80

EI Current: 67 EI Potential: 90

Property Images

Image Description: Bedroom 1 ☐ Floorplan

1 / 6

Filter

Price: Bedrooms:

☒ All ☐ Available ☐ Unavailable

☒ All ☐ For Sale ☐ To Let

☒ All ☐ Dss ☐ Non-Dss

Properties

1 Properties Found ☐ Select All

☒ 25 Acacia Road Streatham Road London SW16 7DD

Register

Print Certs Clear Update Upload Print List Delete

PRINT THE BROCHURE
BY CLICKING THIS
BUTTON

YOU WILL FIND THE
SHORTCUT IN
C:\Program
Files\PVA\Brochures

This will
Clear all the
screen and
give you a
blank
Property
Screen.

Existing Properties can be modified if details are changed and can be saved by using the UPDATE button.

Searching, Matching and Filtering Properties

The screenshot shows a web application interface for searching properties. It is divided into two main sections: 'Filter' and 'Properties'.

Filter Section:

- At the top, there are two input fields labeled 'Price' and 'Bedrooms'.
- Below these are three rows of radio button options:
 - Row 1: ☒ All, ☐ Available, ☐ Unavailable
 - Row 2: ☒ All, ☐ For Sale, ☐ To Let
 - Row 3: ☒ All, ☐ Dss, ☐ Non-Dss
- At the bottom of the filter section is a text input field for an address, followed by two buttons: a magnifying glass icon and a red circle with a minus sign.

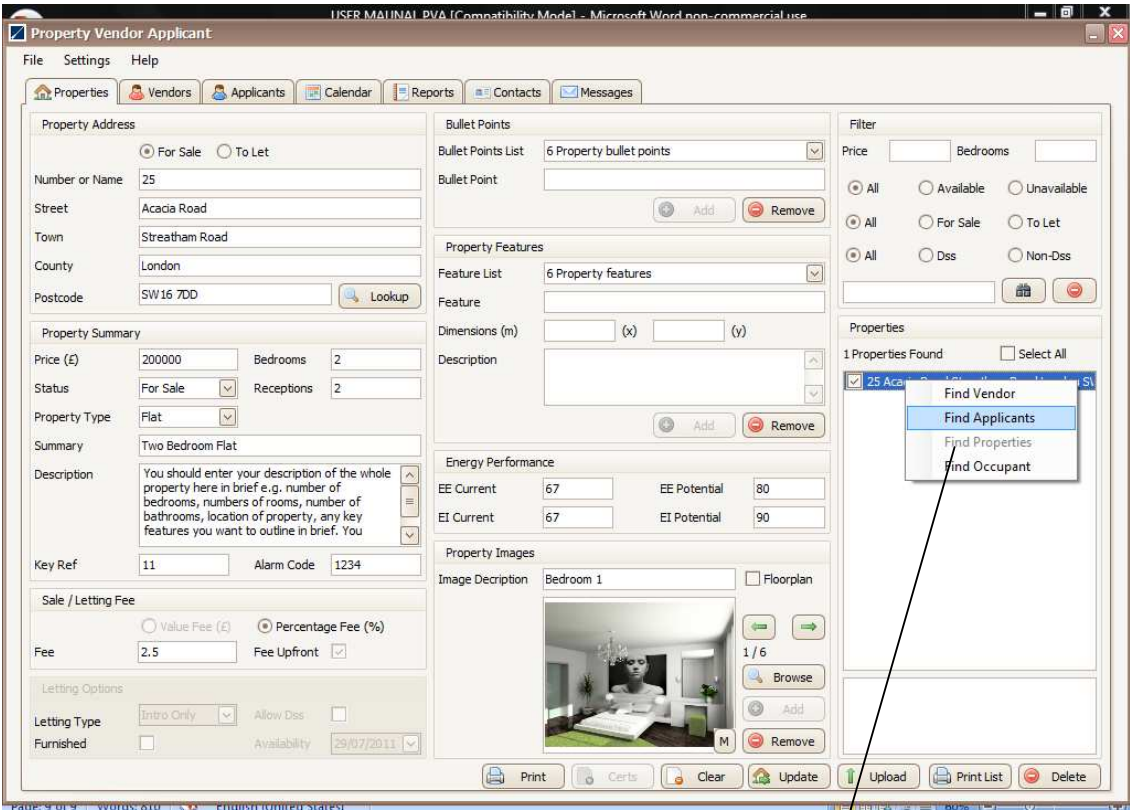
Properties Section:

- It starts with the text '1 Properties Found' and a checkbox labeled 'Select All'.
- Below this is a list of properties. The first item is '25 Acacia Road Streatham Road London SW', which is highlighted with a blue background and a checkmark in a small box to its left.

Annotations:

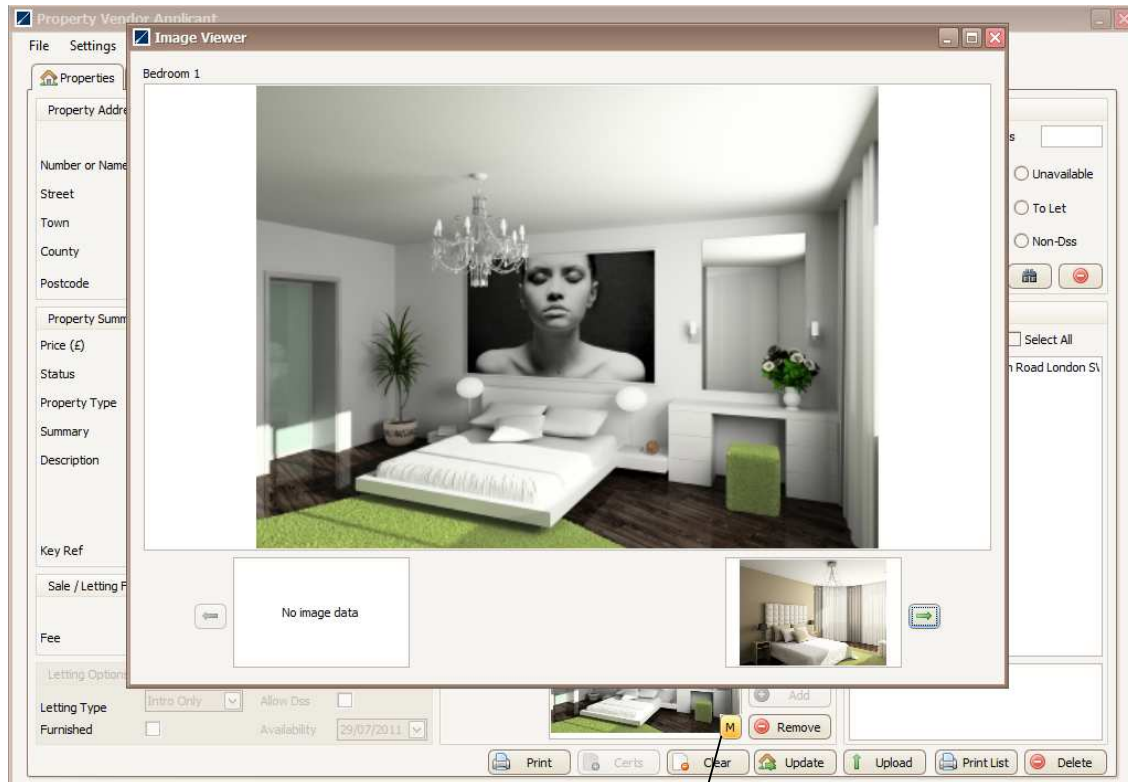
- A line points from the 'Price' and 'Bedrooms' input fields to a yellow box: 'Enter the Price and or number of bedrooms'.
- A bracket groups the three rows of radio button options, pointing to a yellow box: 'Select the Filters you want to search for, you can also use by combination or by individual.'
- A line points from the address input field to a yellow box: 'You can type the address of the property and the filer will start working to find the entered information immediately'.
- A line points from the 'Select All' checkbox to a yellow box: 'To select all the properties filtered'.
- A large white arrow points from the 'Properties' list area to a yellow box: 'Your list of properties will filter here'.

Matching Applicants, Finding the Vendor/Landlord or Finding the Occupant.



Right Click to match applicants
to a property selected

Magnifying/Enlarging the Property Images and Floor Plans



Look for the Magnifying button to enlarge the photos or floor plans.

Adding a New Vendor or Landlord

Property Vendor Applicant

File Settings Help

Properties Vendors Applicants Calendar Reports Contacts Messages

Vendor Details

TitleMr

First nameJohn

Last NameSmith

Telephone0208 123 4567

Mobile0799 999 9999

Emailjohn.smith@hisemail.com

Vendor Address

Number or Name23

StreetYork Road

TownLondon Road

CountyChelsea

PostcodeSW3 5HP

Lookup

Vendor Account Details

Account NameMr John Smith

Account Number12345678

Sort Code010203

Vendor Properties

Vendor Events

Filter Vendors

Vendors

0 Vendors Found

Clear

Register

Print

Send SMS

Activity

Print List

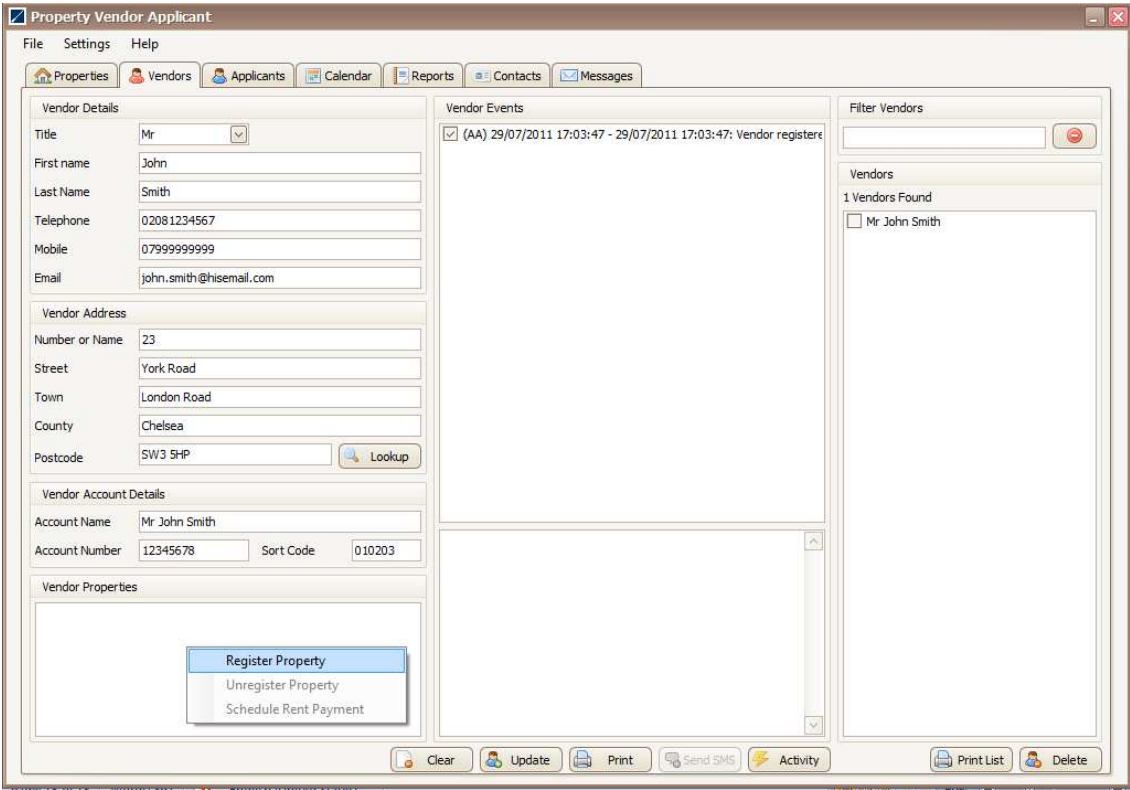
Delete

Simple enter all the information about the vendor/landlord and select the Register Key to register the vendor.

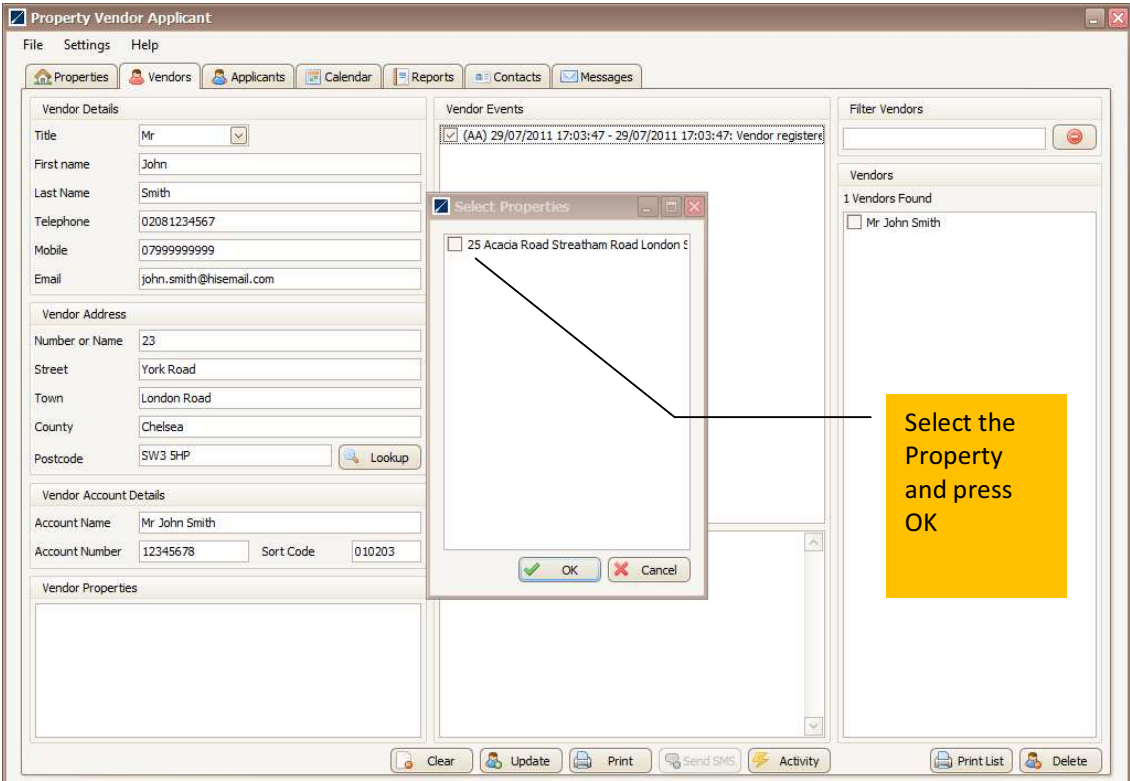
To clear the screen and enter new vendor

To Register the Vendor/Landlord
Select the Register Key

Registering the Property to a Vendor/Landlord



Simple Right Click and select Register Property.



Quadsq

Once you have selected the property to attach to a Vendor, it will then appear in the Vendor Property List above.

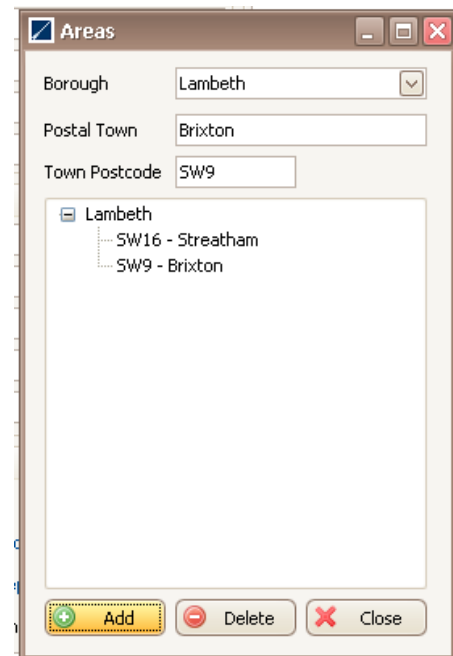
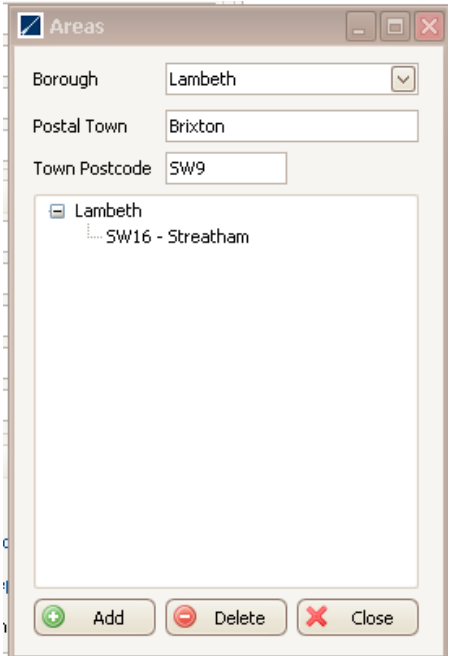
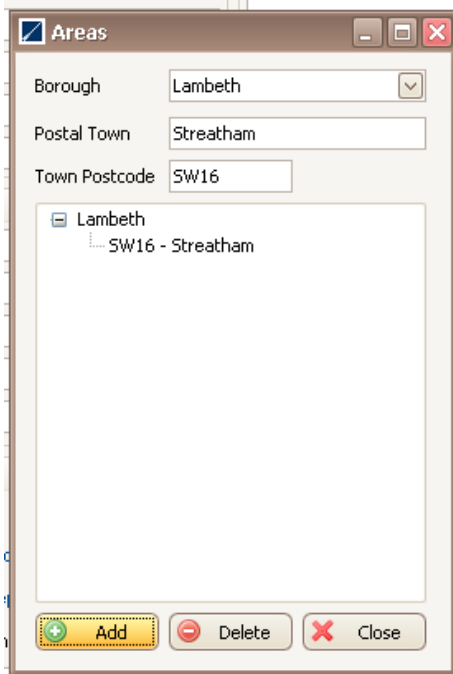
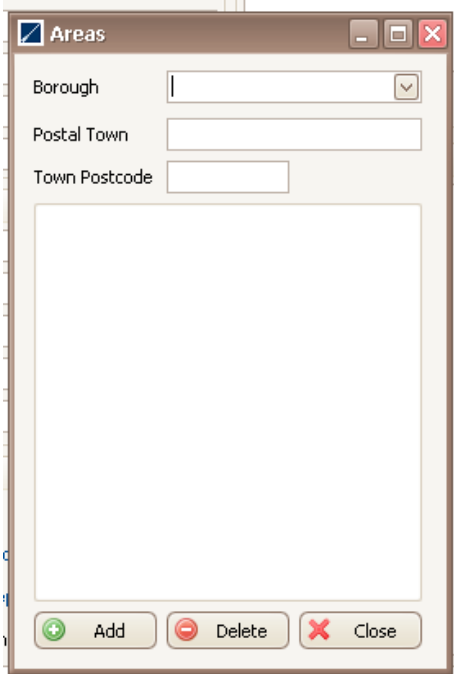
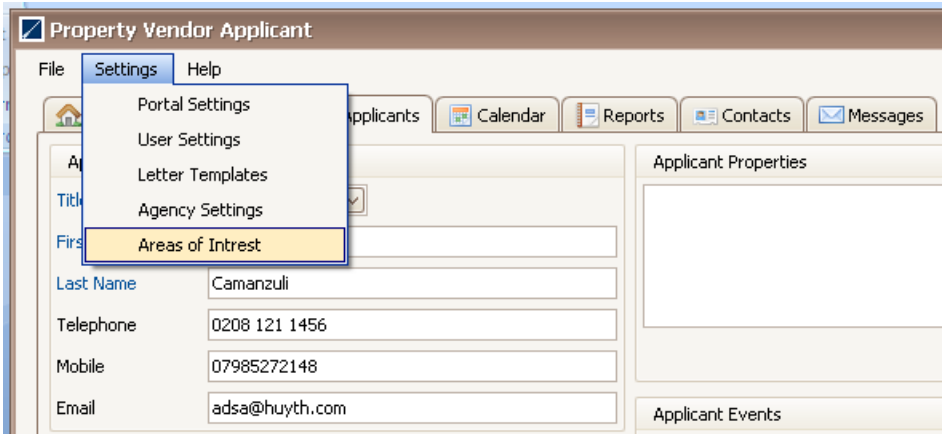
Registering an applicant for to Rent or Buy

The screenshot shows the 'Property Vendor Applicant' window. It has a menu bar (File, Settings, Help) and a toolbar (Properties, Vendors, Applicants, Calendar, Reports, Contacts, Messages). The main area is divided into three sections: Applicant Details, Applicant Properties, and Filter Applicants. The Applicant Details section includes fields for Title, First name, Last Name, Telephone, Mobile, Email, Applicant Address (Number or Name, Street, Town, County, Postcode), and Preferences (To Buy/To Rent, Budget, Bedrooms, Type, Receptions, Dss, Rating, Areas, Notes). The Applicant Properties section is empty. The Filter Applicants section includes filters for Negotiator, Price, Bedrooms, Rating, and Availability. A yellow callout box points to the Applicant Details section with the text: 'Add the details in the applicant details section and Preferences'. Another yellow callout box points to the Dss checkbox with the text: 'Tick if DSS or Housing Benefit client/ applicant.' A third yellow callout box points to the Rating dropdown menu with the text: 'Applicant Rating 1-5 stars'. A fourth yellow callout box points to the Areas dropdown menu with the text: 'To add your template areas of interest in your database please see Settings instruction "Add template areas of interest".'

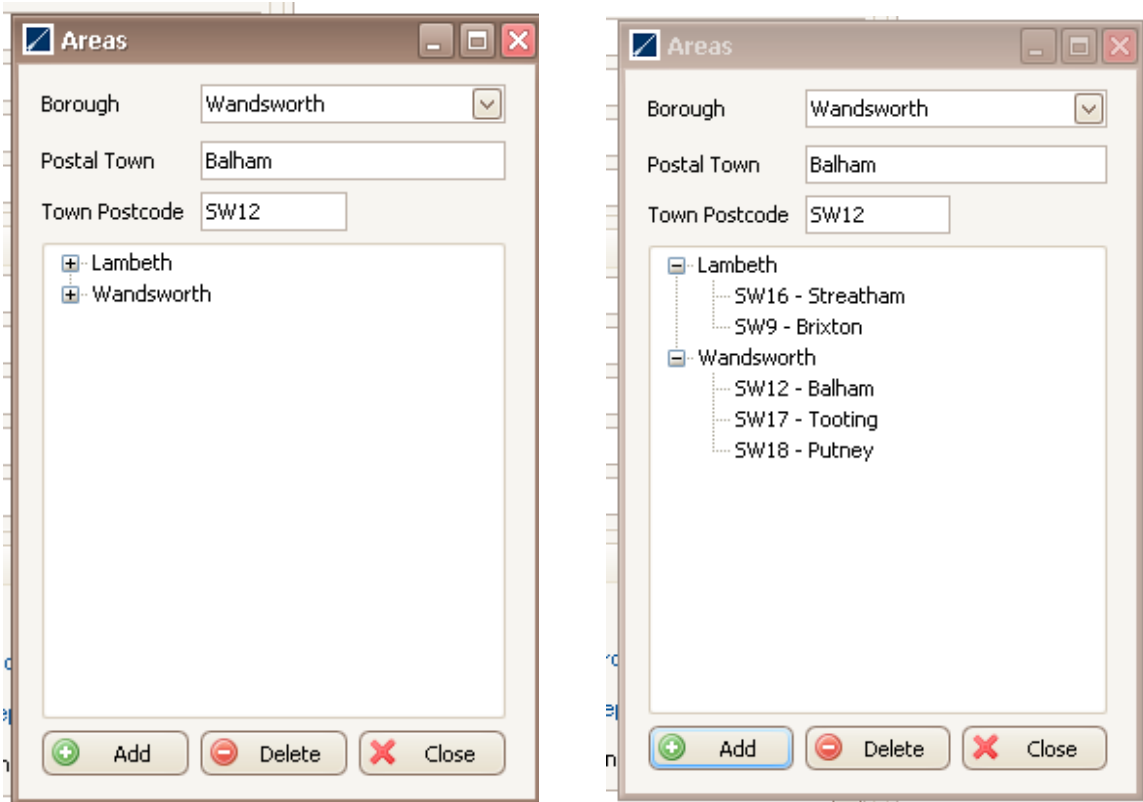
Select Areas of Interest

The screenshot shows the 'Preferences' window. It has a menu bar (File, Settings, Help) and a toolbar (Properties, Vendors, Applicants, Calendar, Reports, Contacts, Messages). The main area is divided into three sections: Applicant Details, Applicant Properties, and Filter Applicants. The Applicant Details section includes fields for Title, First name, Last Name, Telephone, Mobile, Email, Applicant Address (Number or Name, Street, Town, County, Postcode), and Preferences (To Buy/To Rent, Budget, Bedrooms, Type, Receptions, Dss, Rating, Areas, Notes). The Areas dropdown menu is open, showing a list of areas: Lambeth, Wandsworth, SW12 - Balham, SW17 - Tooting, and SW18 - Putney. A yellow callout box points to the Areas dropdown menu with the text: 'Select Areas of interest from the drop down list.'

Adding Template Areas of Interest



Adding multiple towns within a borough.



Property Letting Options

The screenshot shows the 'Property Vendor Applicant' form. The 'Letting Options' section is highlighted, showing 'Letting Type' as 'Intro Only', 'Furnished' as an unchecked checkbox, 'Allow Dss' as an unchecked checkbox, and 'Availability' as '02/08/2011'.

Select from drop down, the Package

Furnished or Unfurnished. Tick if furnished

Tick to Allow Dss / Housing Benefit

Select Available Date of Property

Formula:**Fee UPFRONT**

Agency Fee = Percentage % Fee x Term of Contract.

E.g. 10% Fee for Let only package and £1000.00 rent per month.

For 12 months contract,

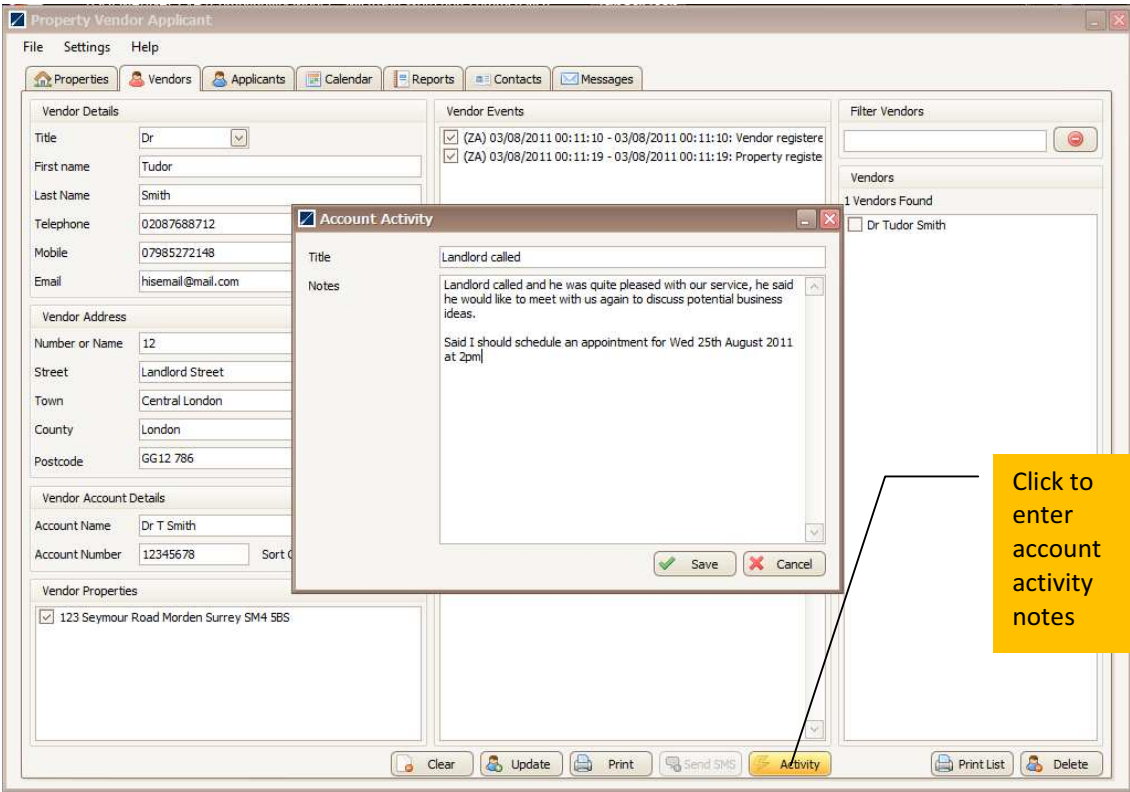
The fee will be; (% x Rent) x Term

$(10\% \times 1000.00) \times 12 = 1200.00$

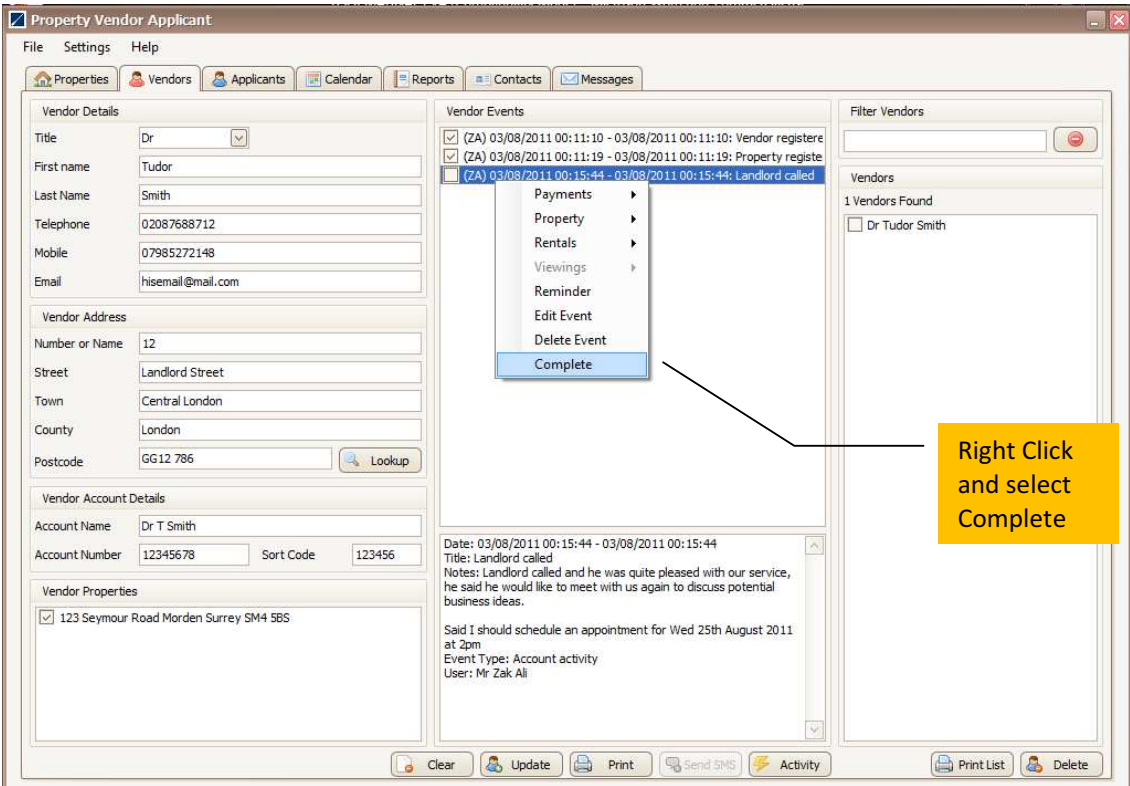
Management Fee or Rent Collection

Automatically Calculates the fee every month as rent is collected.

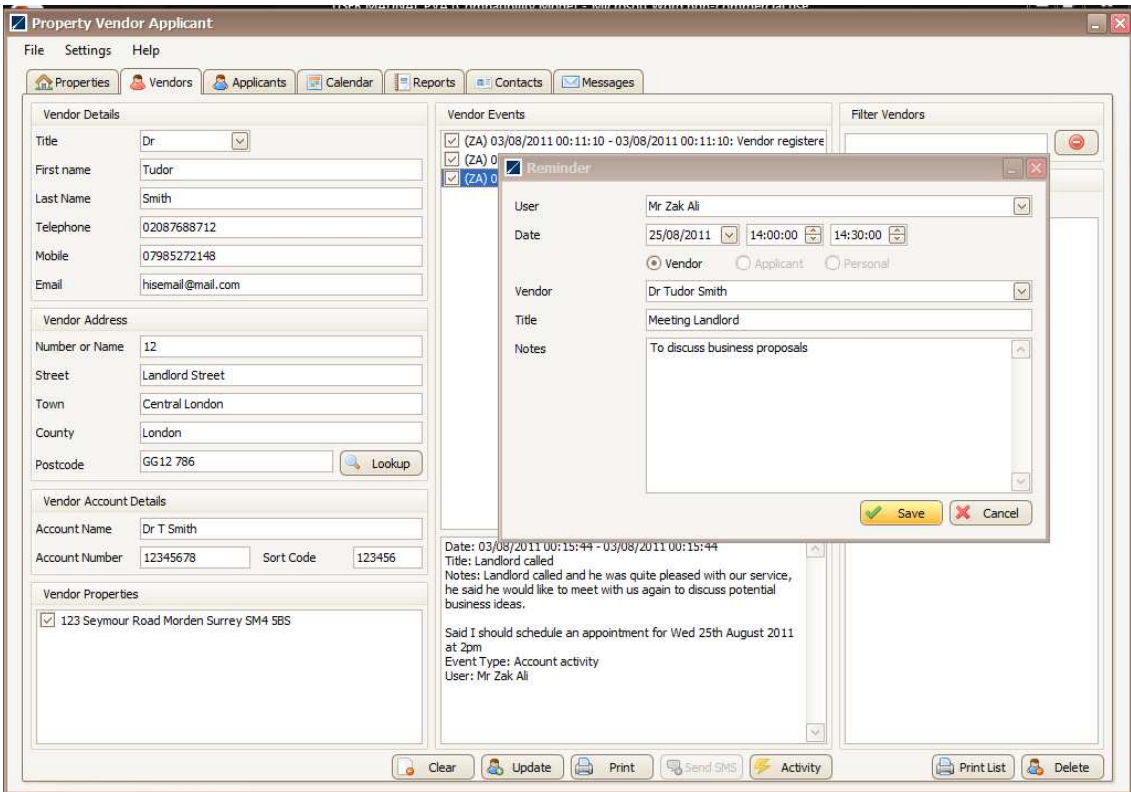
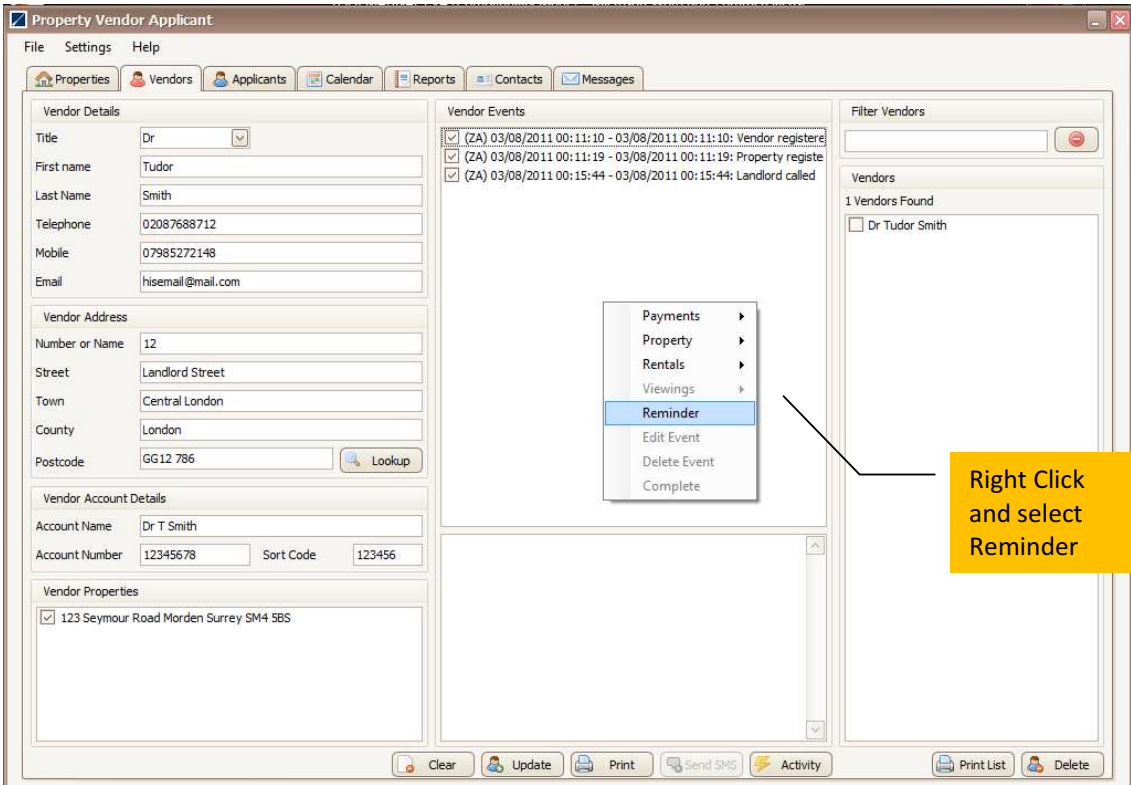
Account activity and logged notes

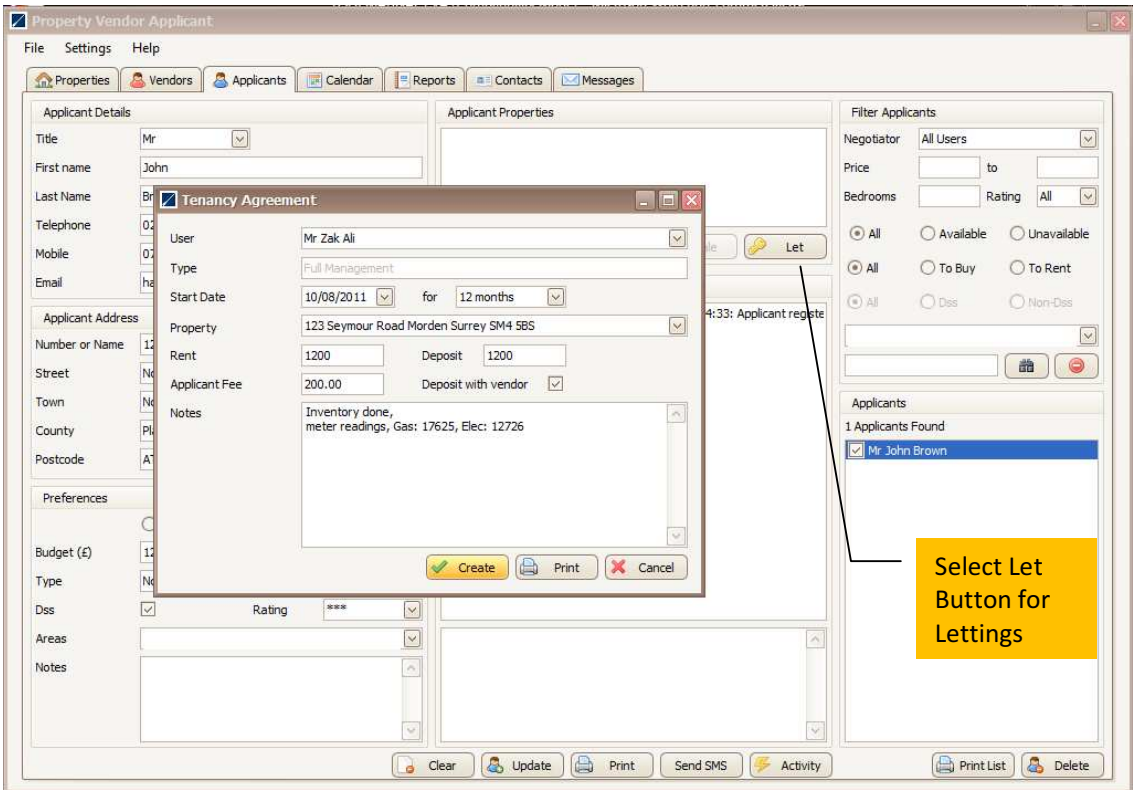


Complete account activity entry



Schedule Reminders





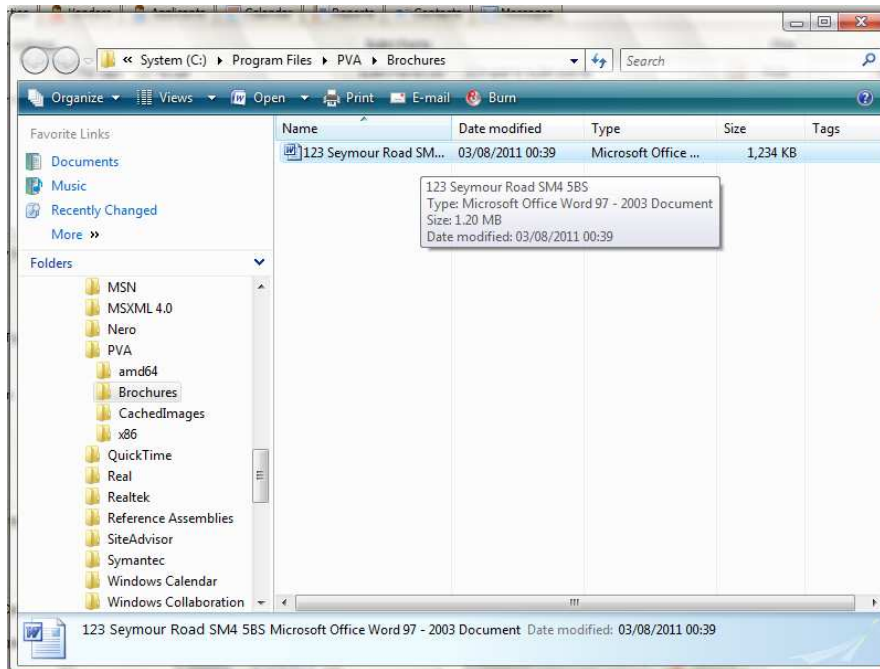
Quadsq

Print Brochures

Brochure Path:

To find the brochure after you have selected the print function,

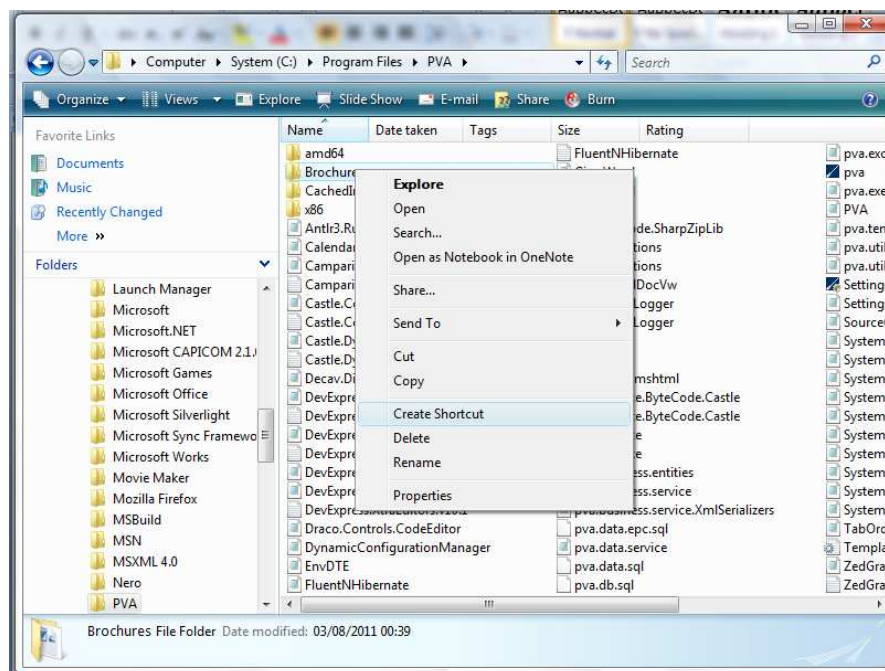
Go to: **C:\Documents and Settings\All Users\Application Data\PVA**



Shortcut to Brochures folder

You will find that all the brochures will appear instantly upon pressing the print button in this folder if you would like to have a quicker access to this folder we recommend you to;

Right click on the Brochures Icon and create a shortcut to your desktop.




COMPANY LOGO
(Recommended size 500 x 90)

www.yoursite.com0208 787 1234

Seymour Road, Morden, Surrey, SM4 5BS

£1,200pcm



Bullet point 1

Bullet point 3

Bullet point 5

Bullet point 2

Bullet point 4

Bullet point 6

Let

You should enter your description of the whole property here in brief e.g. number of bedrooms, numbers of rooms, number of bathrooms, location of property, any key features you want to

Accommodation Details

Lounge

You should enter your description of the feature here in more detail, e.g this room has laminate flooring, sofa suite, spotlights, ceiling lights etc. You should try and keep it at a max of 75 words.
Dimensions: 32 * 13

Room 2

You should enter your description of the feature here in more detail, e.g this room has laminate flooring, sofa suite, spotlights, ceiling lights etc. You should try and keep it at a max of 75 words.
Dimensions: 32 * 12

Room 5

You should enter your description of the feature here in more detail, e.g this room has laminate flooring, sofa suite, spotlights, ceiling lights etc. You should try and keep it at a max of 75 words.
Dimensions: 17 * 19

Room 7

You should enter your description of the feature here in more detail, e.g this room has laminate flooring, sofa suite, spotlights, ceiling lights etc. You should try and keep it at a max of 75 words.
Dimensions: 17 * 13

Room 1

You should enter your description of the feature here in more detail, e.g this room has laminate flooring, sofa suite, spotlights, ceiling lights etc. You should try and keep it at a max of 75 words.
Dimensions: 12 * 23

Room 3

You should enter your description of the feature here in more detail, e.g this room has laminate flooring, sofa suite, spotlights, ceiling lights etc. You should try and keep it at a max of 75 words.
Dimensions: 12 * 31


Room 6

You should enter your description of the feature here in more detail, e.g this room has laminate flooring, sofa suite, spotlights, ceiling lights etc. You should try and keep it at a max of 75 words.
Dimensions: 32 * 12


Room 8

You should enter your description of the feature here in more detail, e.g this room has laminate flooring, sofa suite, spotlights, ceiling lights etc. You should try and keep it at a max of 75 words.
Dimensions: 12 * 12


Property Images




Reception 2




Bedroom 1




Bedroom 2



Bathroom

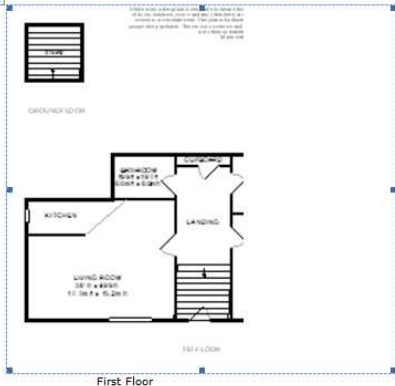


Garden



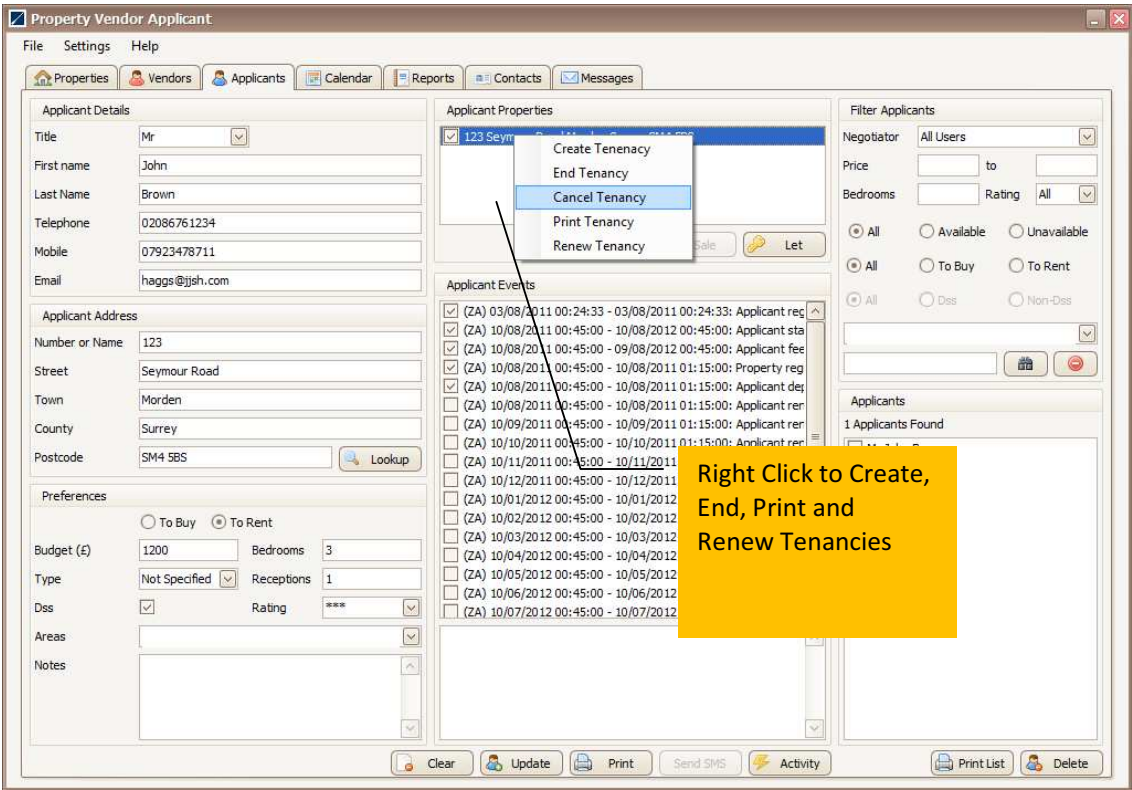
Garden 2

Floor Plan

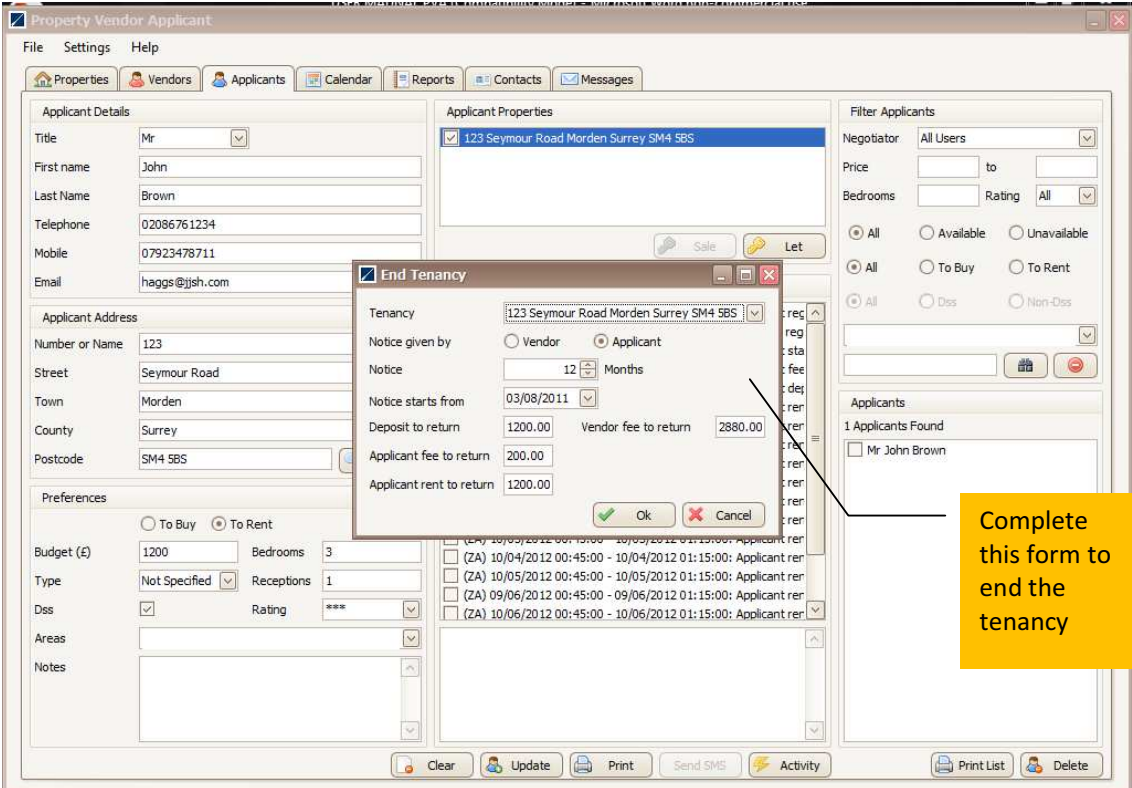


First Floor

Tenancy Events



Ending a Tenancy



Renewing a Tenancy

Property Vendor Applicant

File Settings Help

Properties Vendors Applicants Calendar Reports Contacts Messages

Applicant Details

Title: Mr
First name: John
Last Name: Brown
Telephone: 02086761234
Mobile: 07923478711
Email: haggis@jjsh.com

Applicant Address

Number or Name: 123
Street: Seymour Road
Town: Morden
County: Surrey
Postcode: SM4 5BS

Preferences

To Buy To Rent
Budget (£): 1200
Type: Not Specified
Dss: ☒
Areas:
Notes:

Applicant Properties

123 Seymour Road Morden Surrey SM4 5BS

Filter Applicants

Negotiator: All Users
Price: to
Bedrooms: Rating: All
All Available Unavailable
All To Buy To Rent
All Dss Non-Dss

Applicants

1 Applicants Found
☐ Mr John Brown

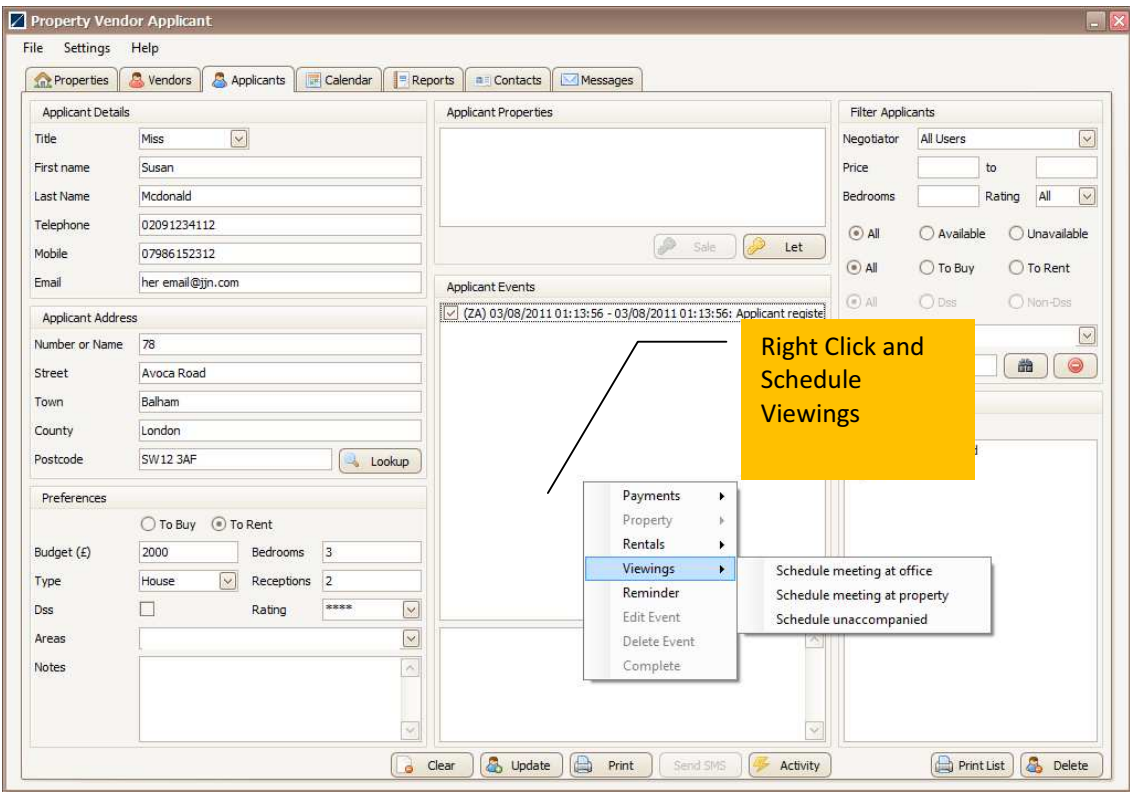
Tenancy Agreement

User: Mr Zak Ali
Type: Full Management
Start Date: 10/08/2012 for 6 months
Property: 123 Seymour Road Morden Surrey SM4 5BS
Rent: 1200 Deposit: 1200
Applicant Fee: 0 Deposit with vendor ☐
Notes: Inventory done, meter readings, Gas: 17625, Elec: 12726

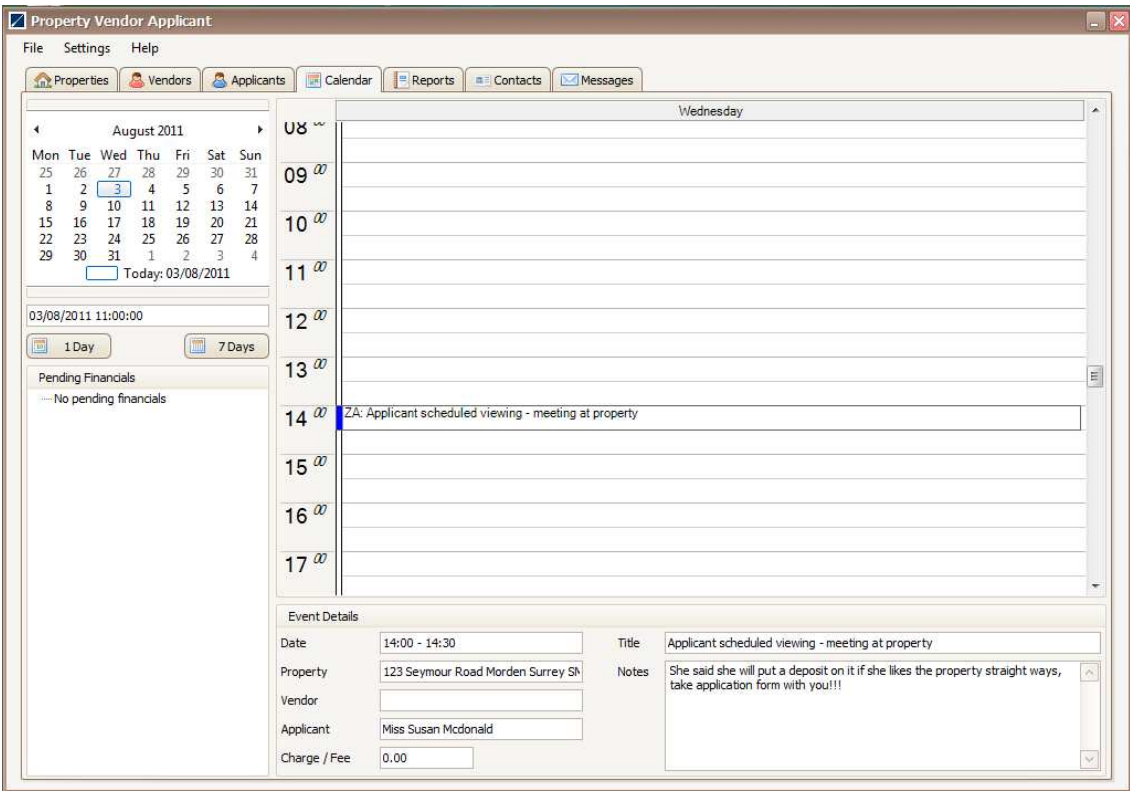
Create Print Cancel

Fill in the details for tenancy renewal

Schedule a Viewing

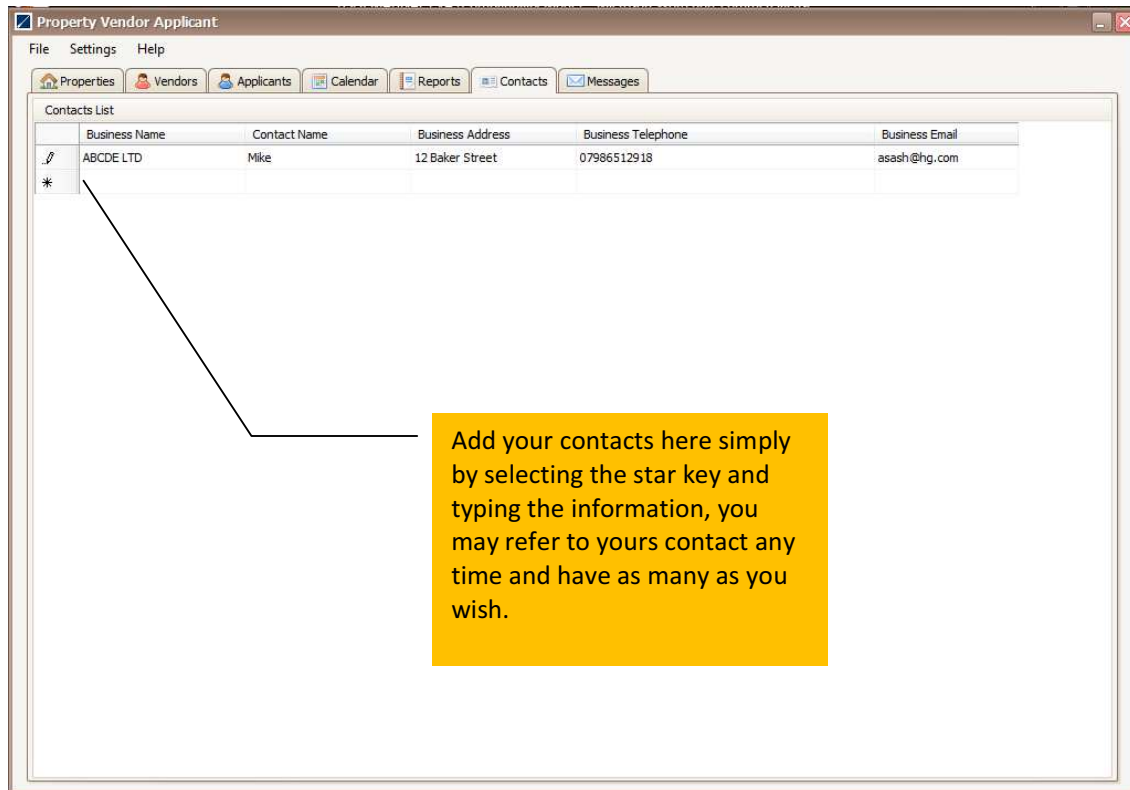


View of viewing booked on the Calendar

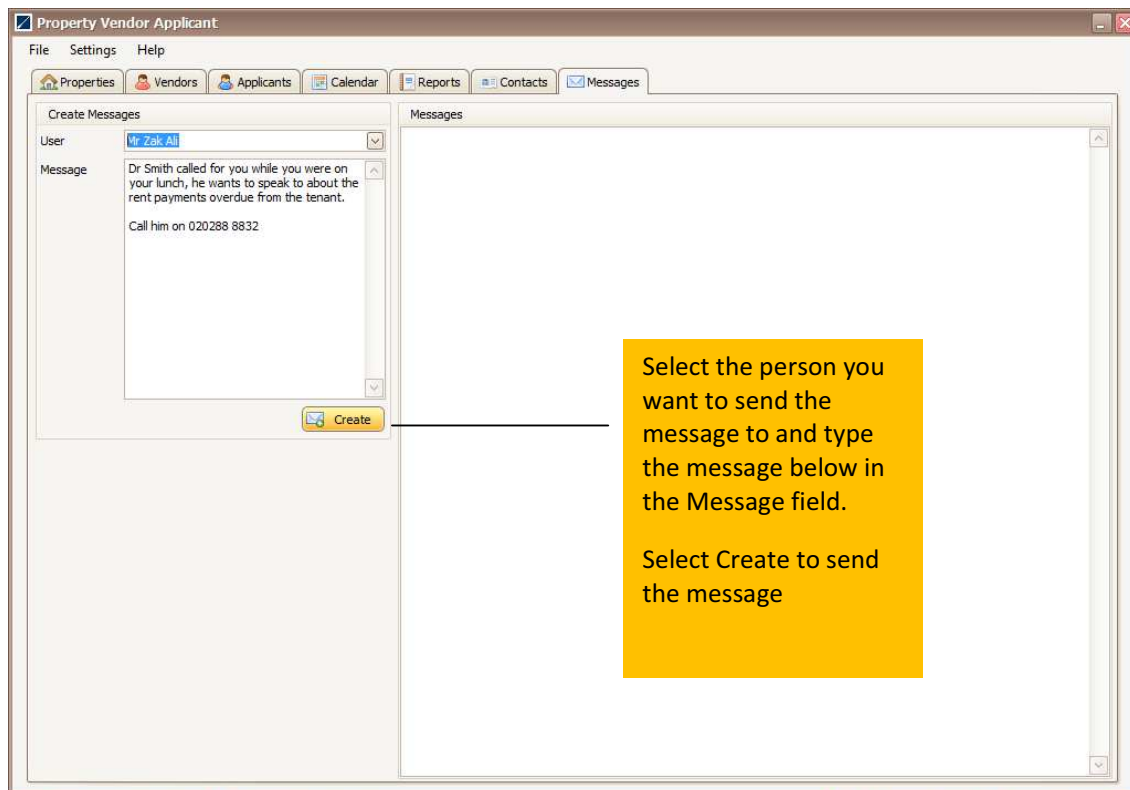


Quadsq

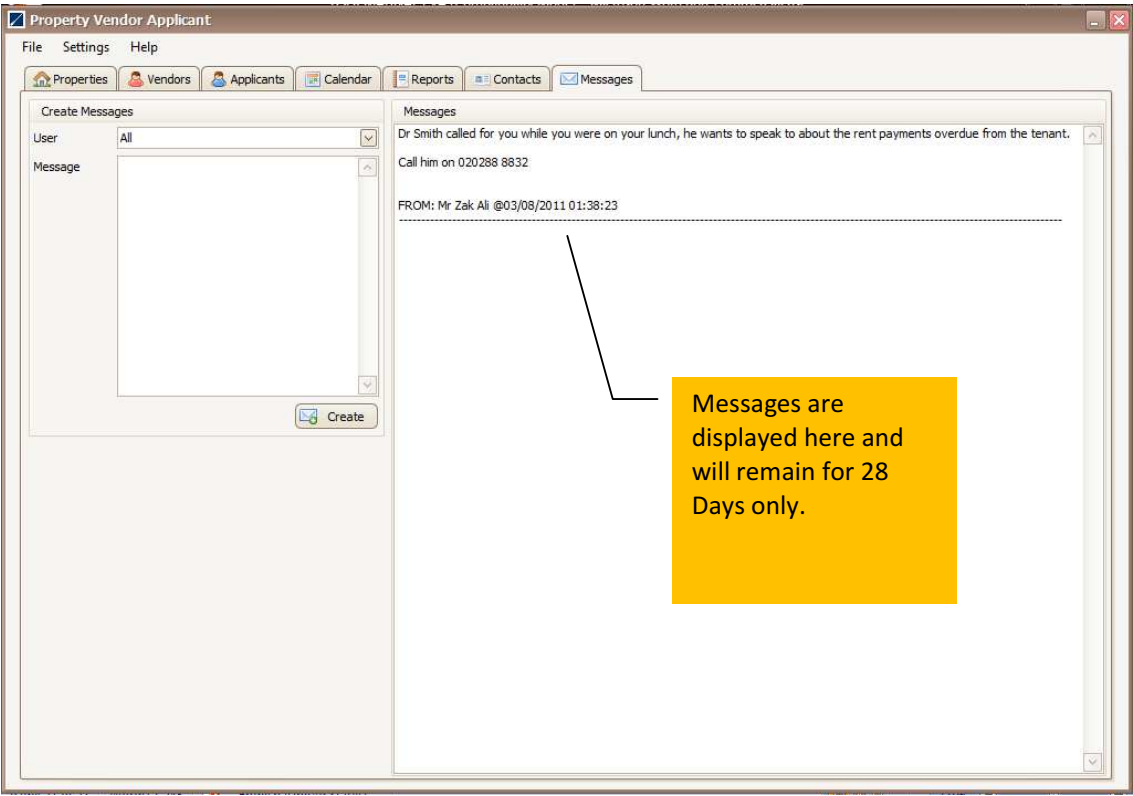
Contacts



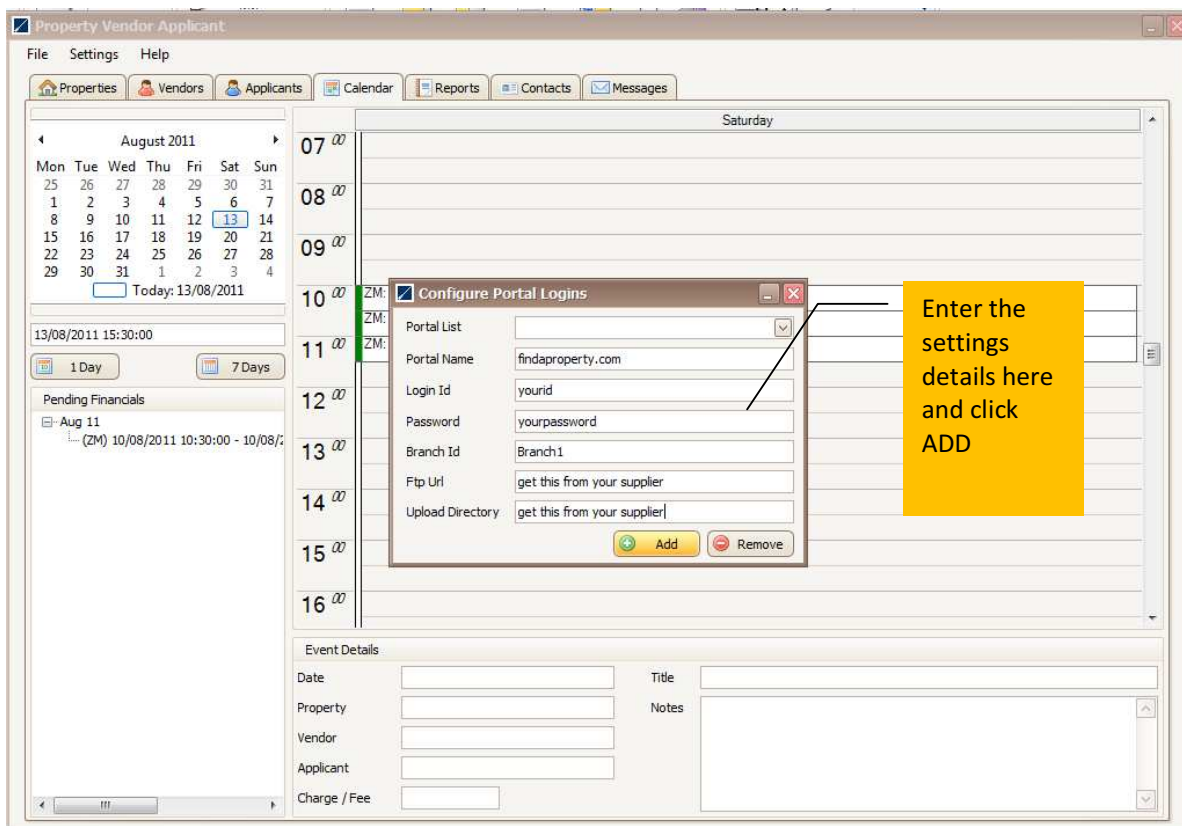
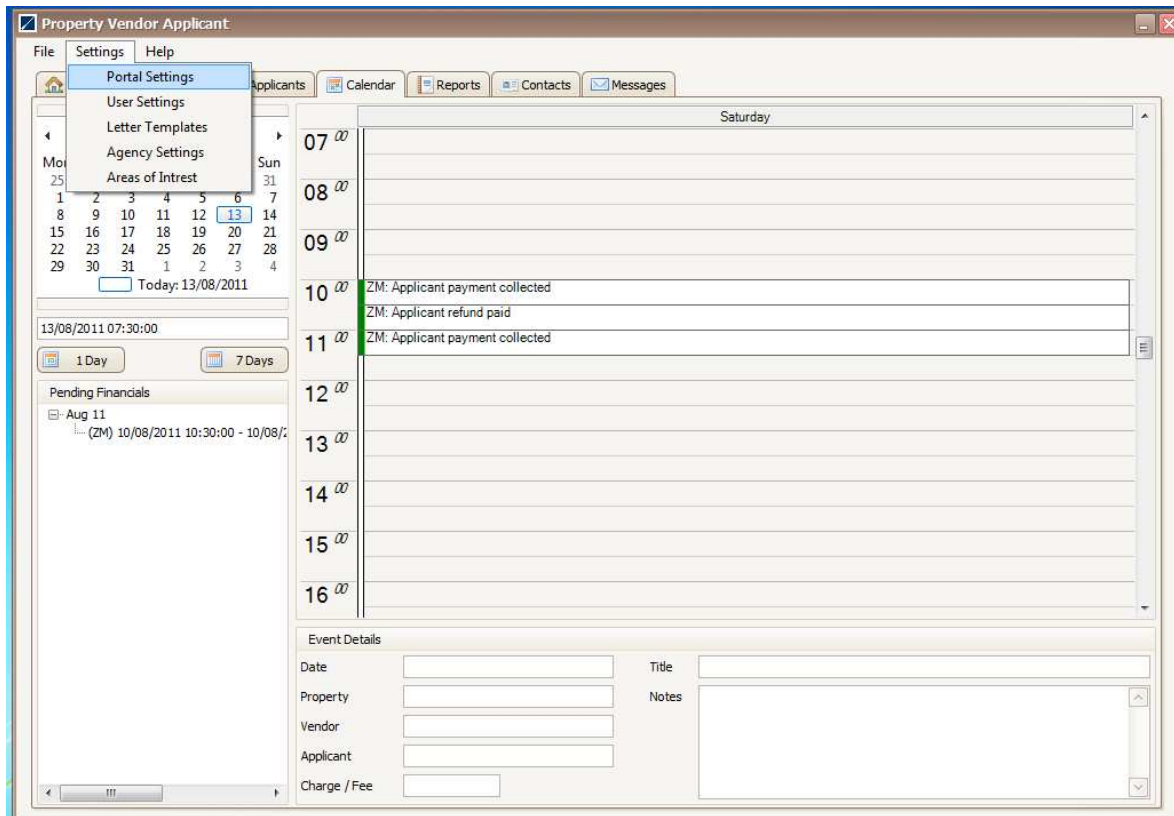
Messages



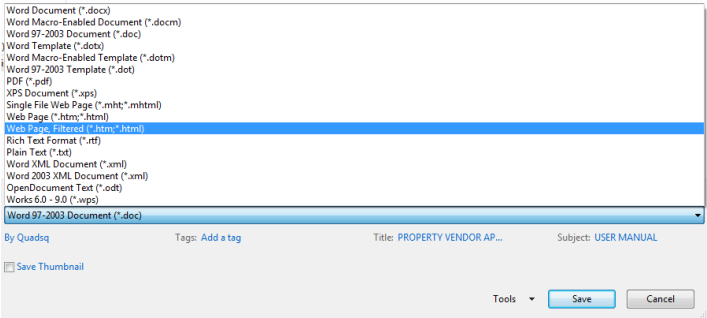
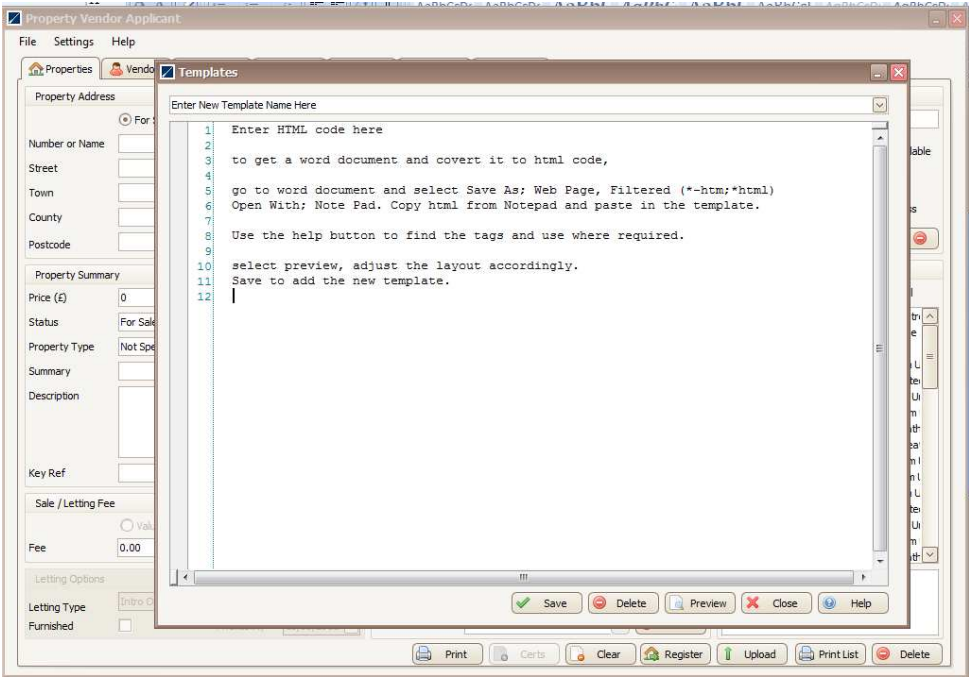
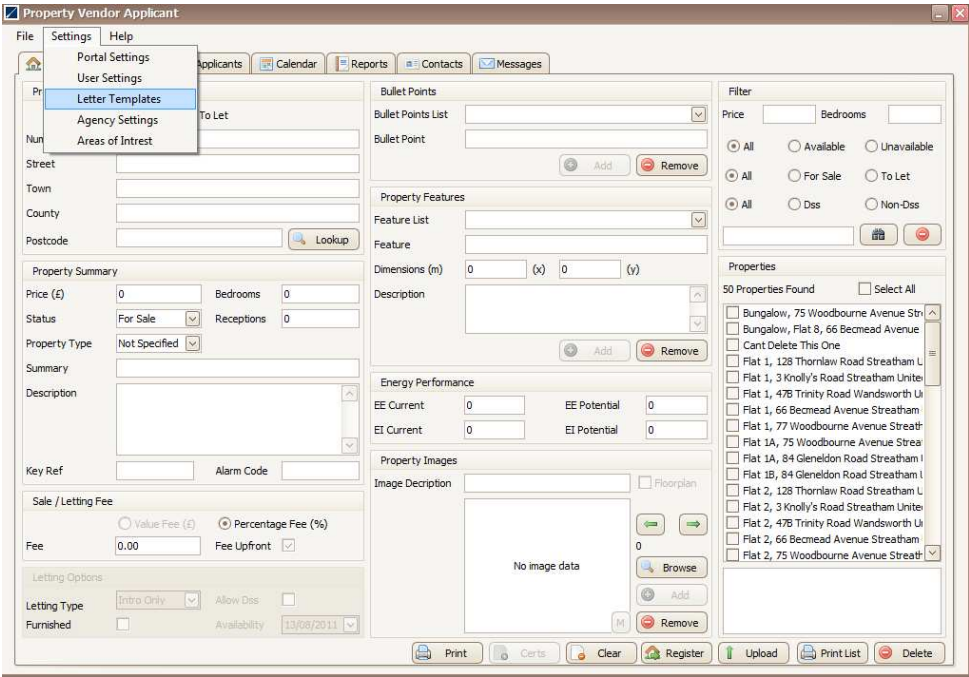
Messages



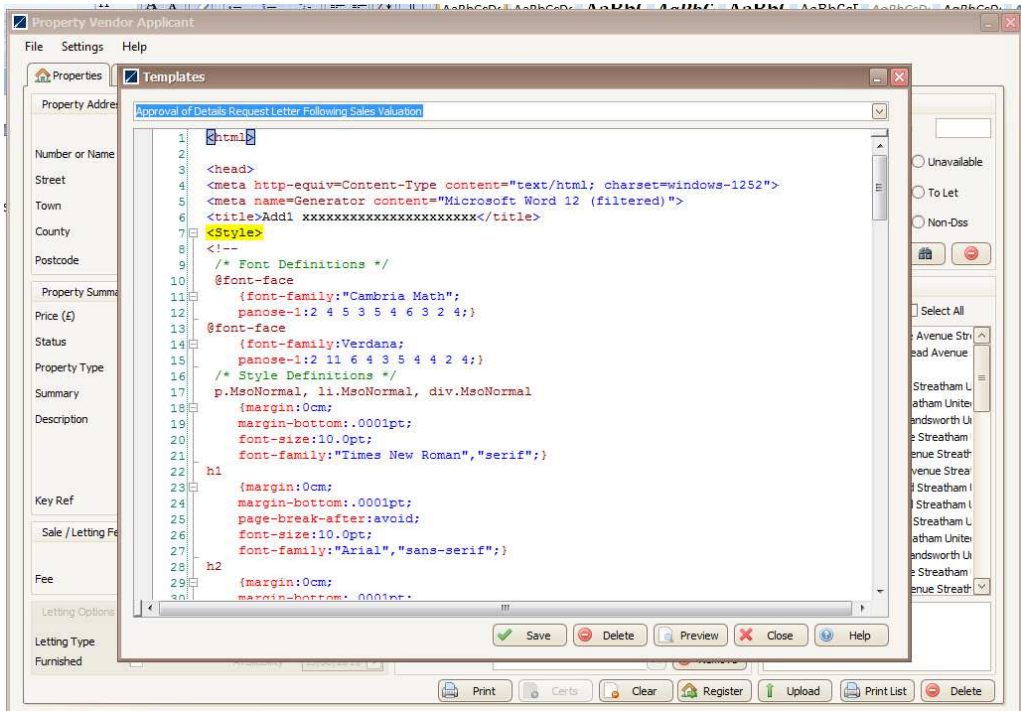
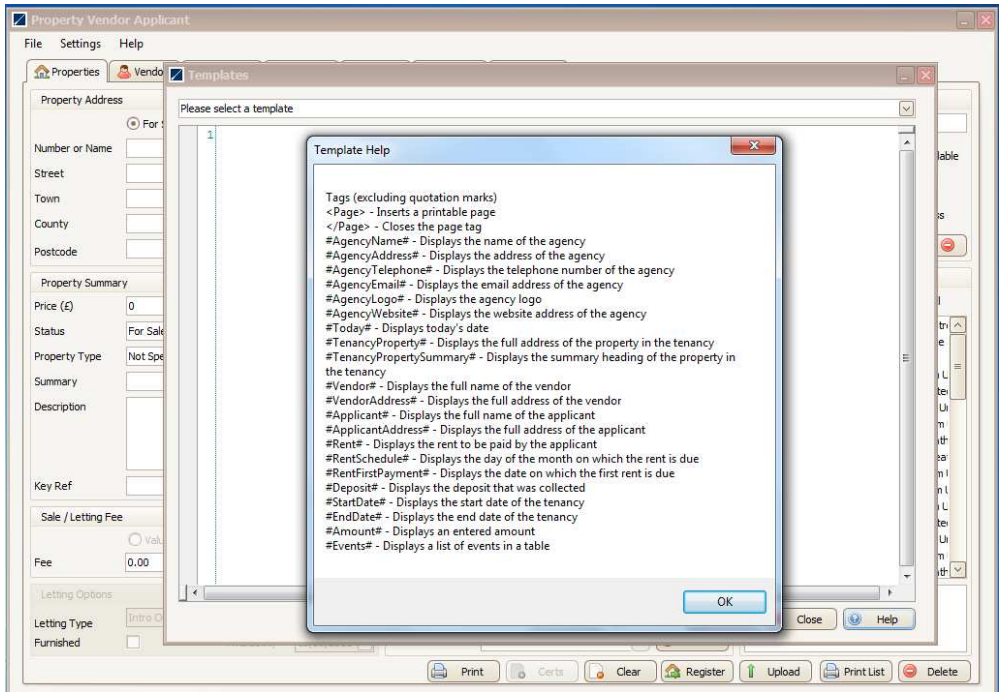
Portal Settings



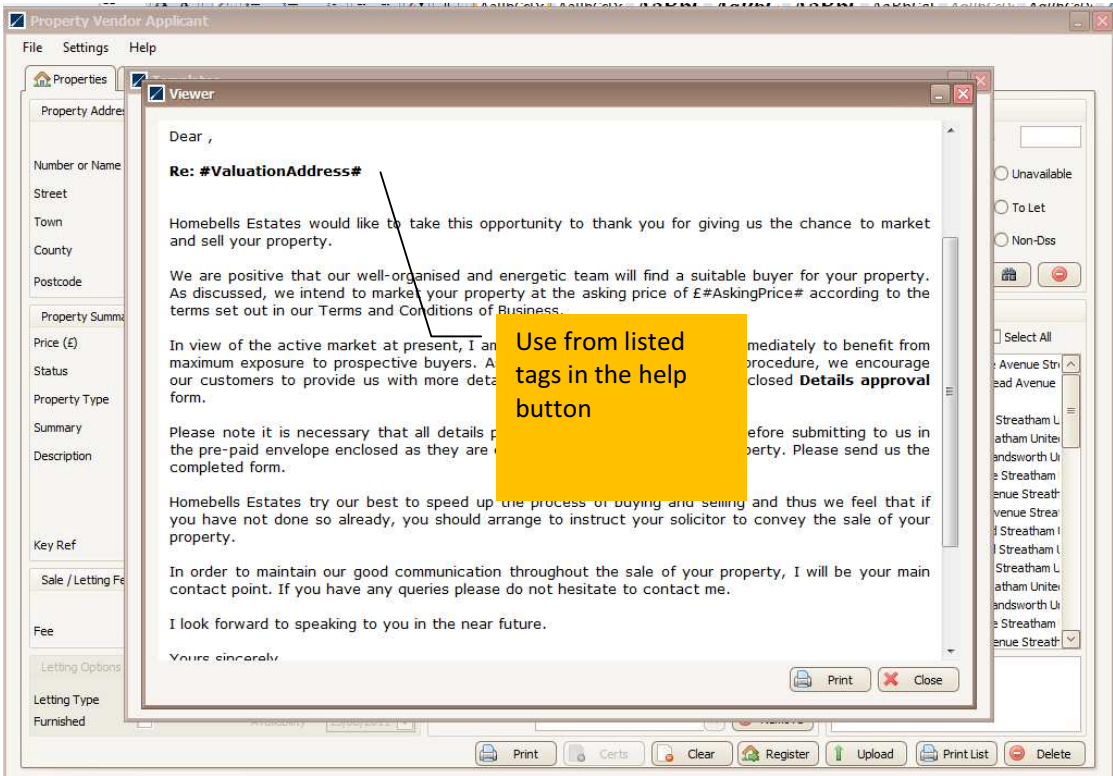
Template Settings and adding new templates



Adding New Templates

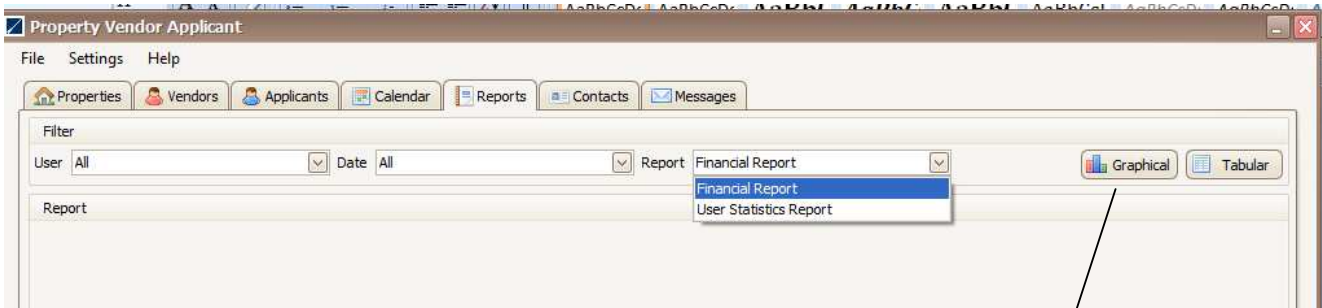


Using Tags for Templates

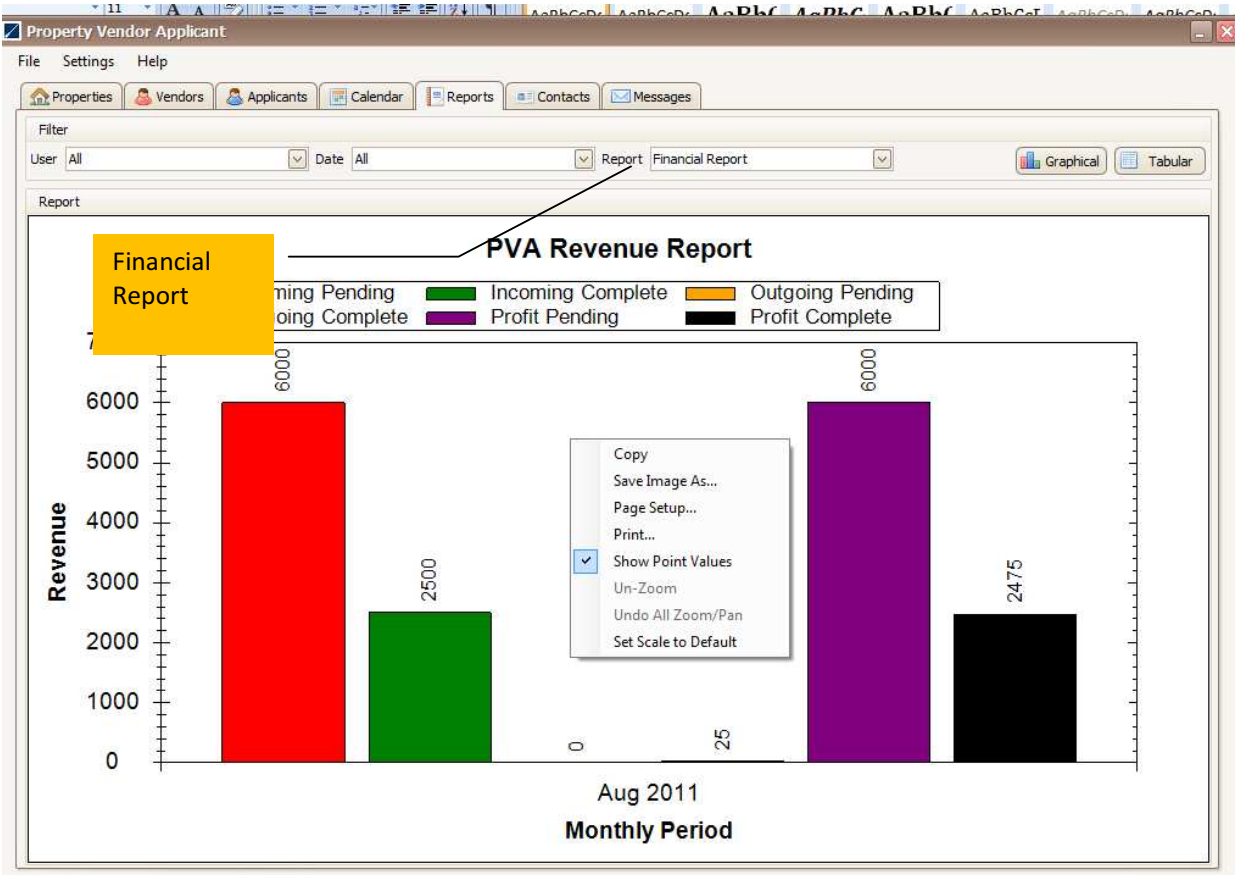


Reports Generation and Spread Sheets

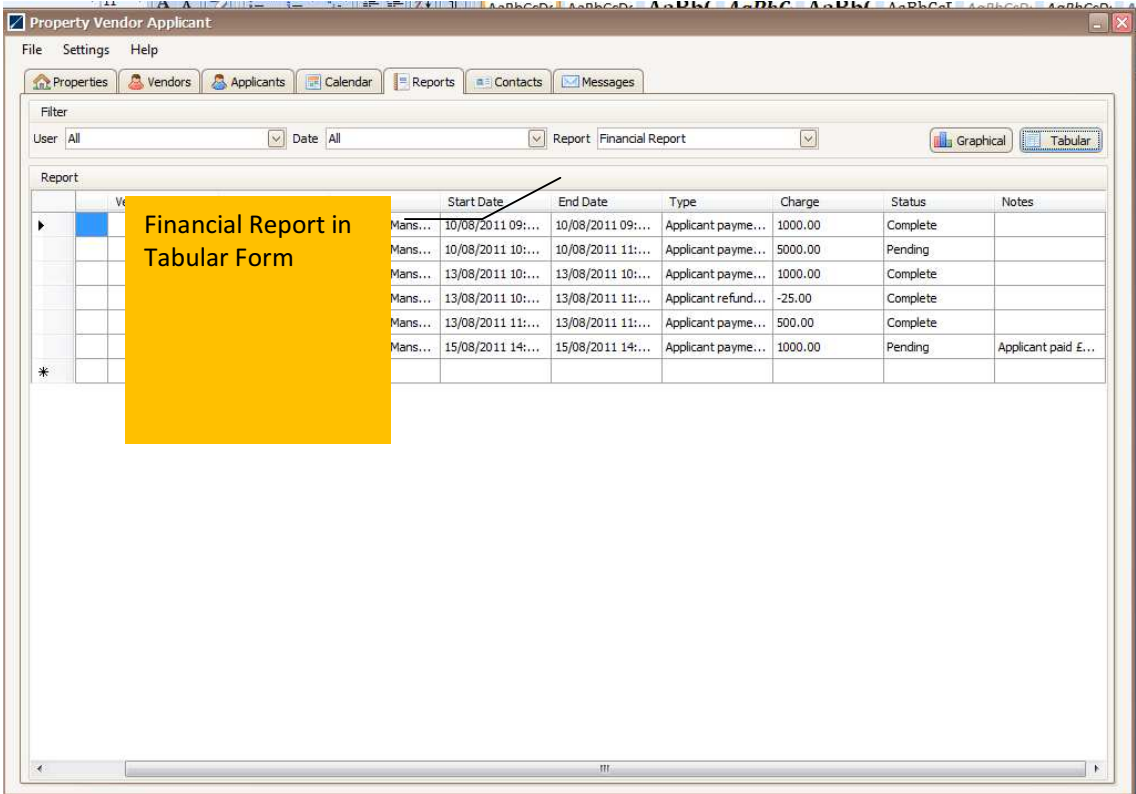
Financial Report and User Statistics Report



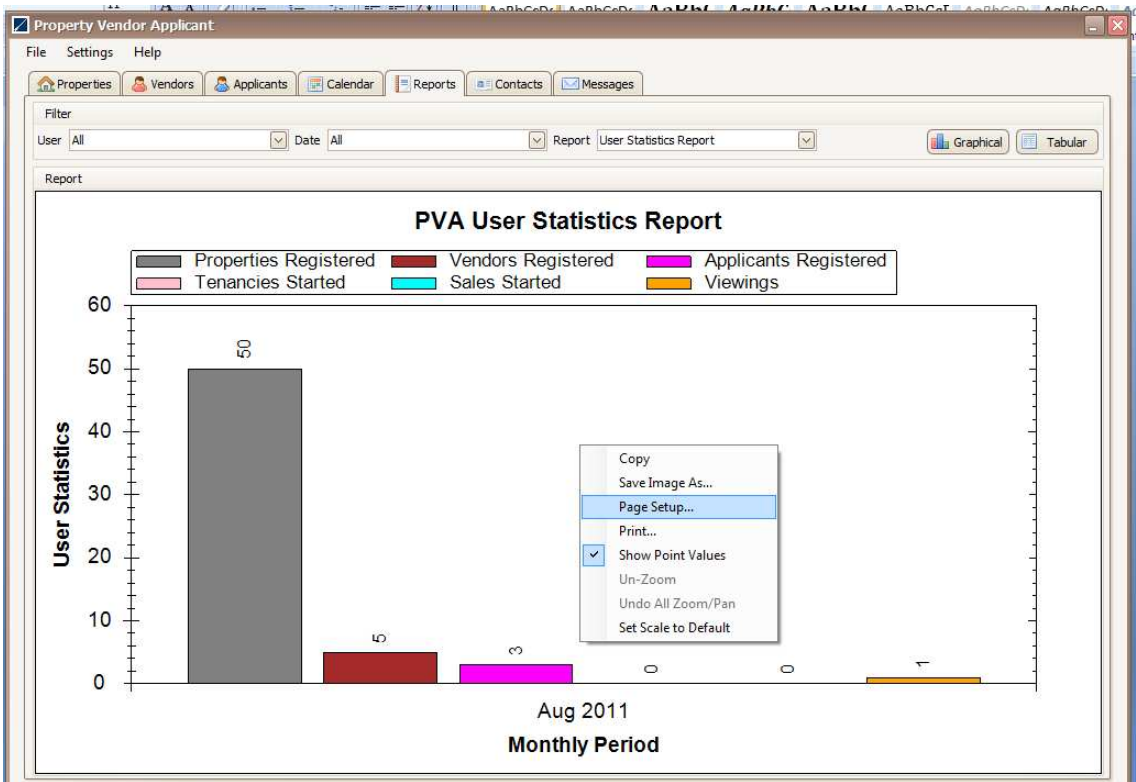
Select The Graphical
Button for Graphs and
Tabular for Spreadsheet



Financial Report Tabular



User Statistics Report Graphical



Property Vendor Applicant

File Settings Help

Properties Vendors Applicants Calendar Reports Contacts Messages

Filter

User All Date All Report User Statistics Report Graphical Tabular

Report

Property	Vendor	Applicant	User	Start Date	End Date	Type	Charge	Status
			Mr				.00	Complete
			Mr				.00	Complete
Flat 1A, 75 Woo...			Mr				.00	Complete
Flat 4, 75 Wood...			Mr				.00	Complete
Flat 6A, 75 Woo...			Mr				.00	Complete
Flat 6, 75 Wood...			Mr				.00	Complete
Flat 5, 75 Wood...			Mr				.00	Complete
Flat 4, 75 Wood...			Mr				.00	Complete
Flat 3, 75 Wood...			Mr				.00	Complete
Flat 2, 75 Wood...			Mr				.00	Complete
Flat 7A, 75 Woo...			Mr				.00	Complete
Flat 7B, 75 Woo...			Mr				.00	Complete
Bungalow, 75 W...			Mr				.00	Complete
Bungalow, Flat 8...			Mr				.00	Complete
Flat 2, 66 Becme...			Mr				.00	Complete
Flat 1, 66 Becme...			Mr				.00	Complete
Flat 3A, 66 Bec...			Mr				.00	Complete
Flat 3B, 66 Becm...			Mr				.00	Complete
Flat 5, 66 Becme...			Mr				.00	Complete
Flat 4, 66 Becme...			Mr				.00	Complete
Flat 6, 66 Becme...			Mr				.00	Complete
Flat 7, 66 Becme...			Mr				.00	Complete

Tabular User Statics Report

You can view each users report by selecting this function.

You can also select the month in question or take All the months.

Pending Events On Calendar

Property Vendor Applicant

File Settings Help

Properties Vendors Applicants Calendar Reports Contacts Messages

August 2011

Mon Tue Wed Thu Fri Sat Sun

25 26 27 28 29 30 31

1 2 3 4 5 6 7

8 9 10 11 12 13 14

15 16 17 18 19 20 21

22 23 24 25 26 27 28

29 30 31 1 2 3 4

Today: 13/08/2011

13/08/2011 11:00:00

1 Day 7 Days

Pending Financials

Aug 11

(ZM) 10/08/2011 10:30:00 - 10/08/2011 11:00:00: Applicant payment collected

07:00

08:00

09:00

10:00 ZM: Applicant payment collected

11:00 ZM: Applicant refund paid

12:00 ZM: Applicant payment collected

13:00

14:00

15:00

16:00

Event Details

Date 13/08/2011 12:30:00

Property

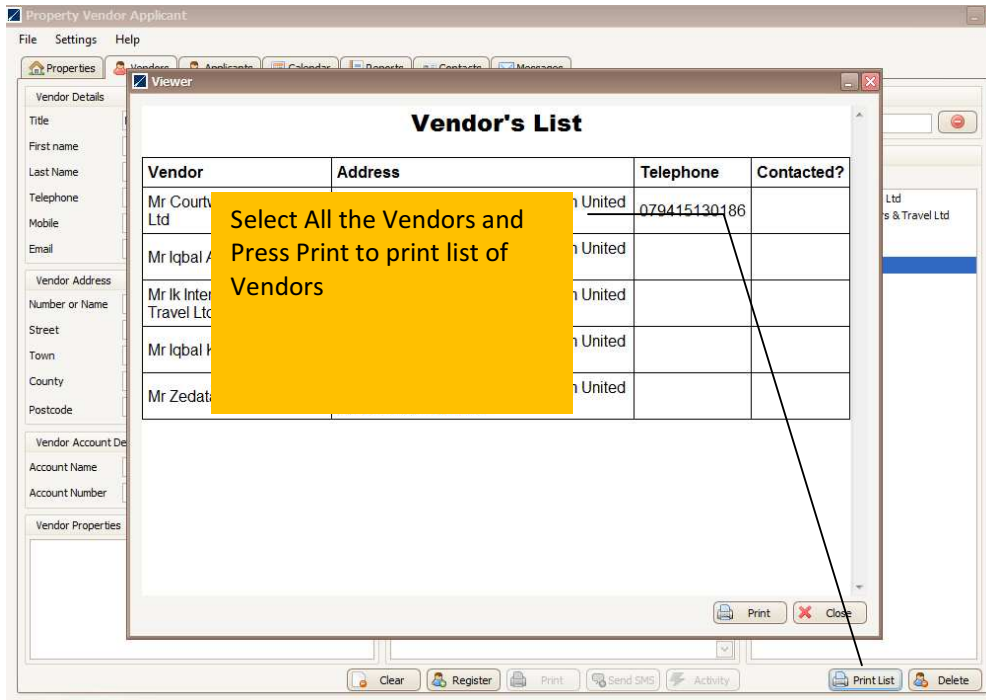
Vendor

Applicant

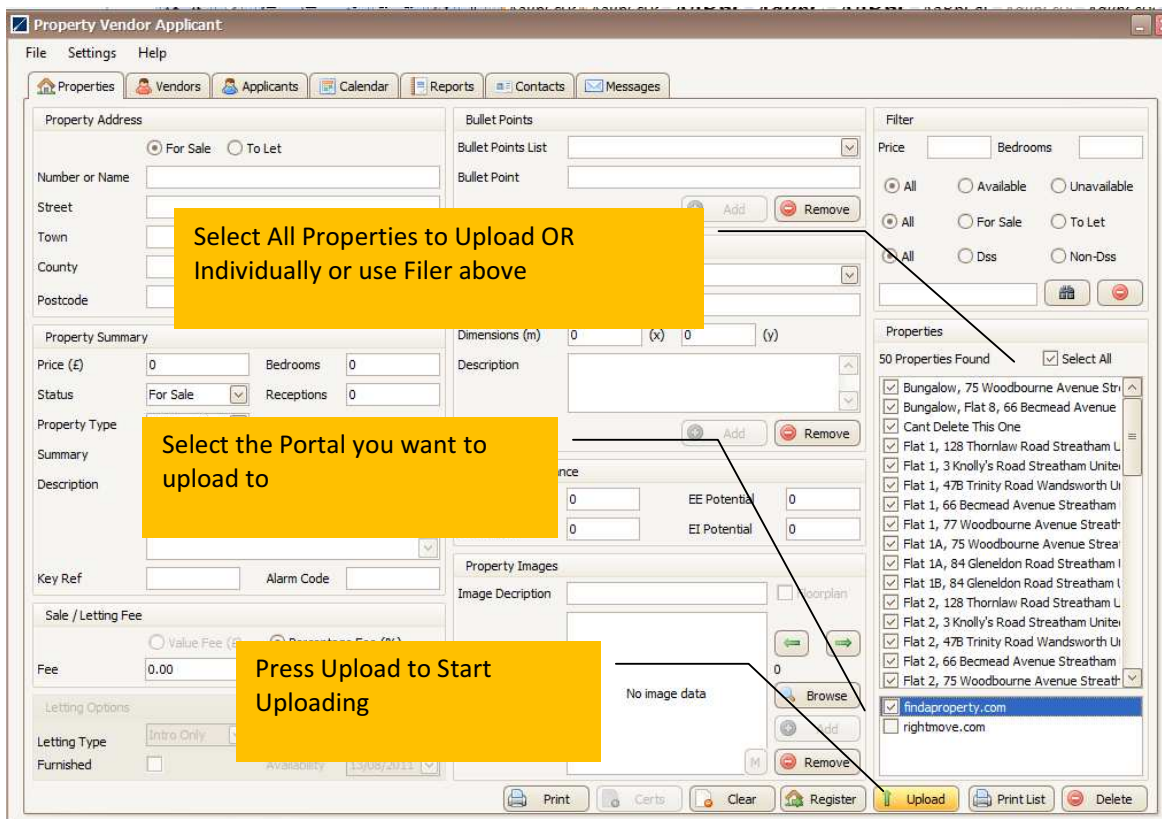
Charge / Fee

Notes

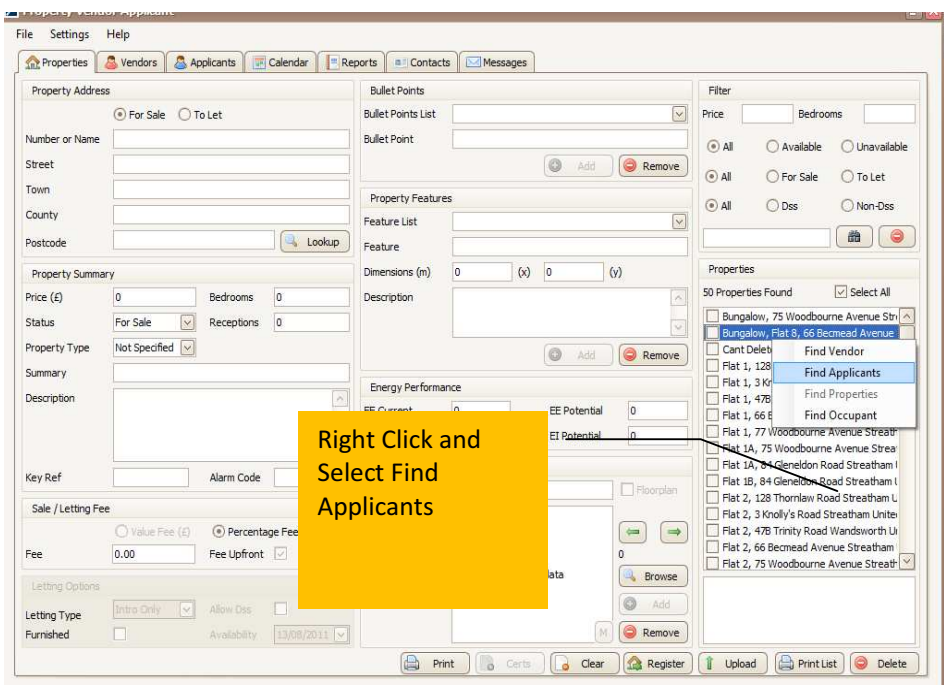
Any Pending Events will automatically appear her for your reference, e.g. you forgot to collect a payment.



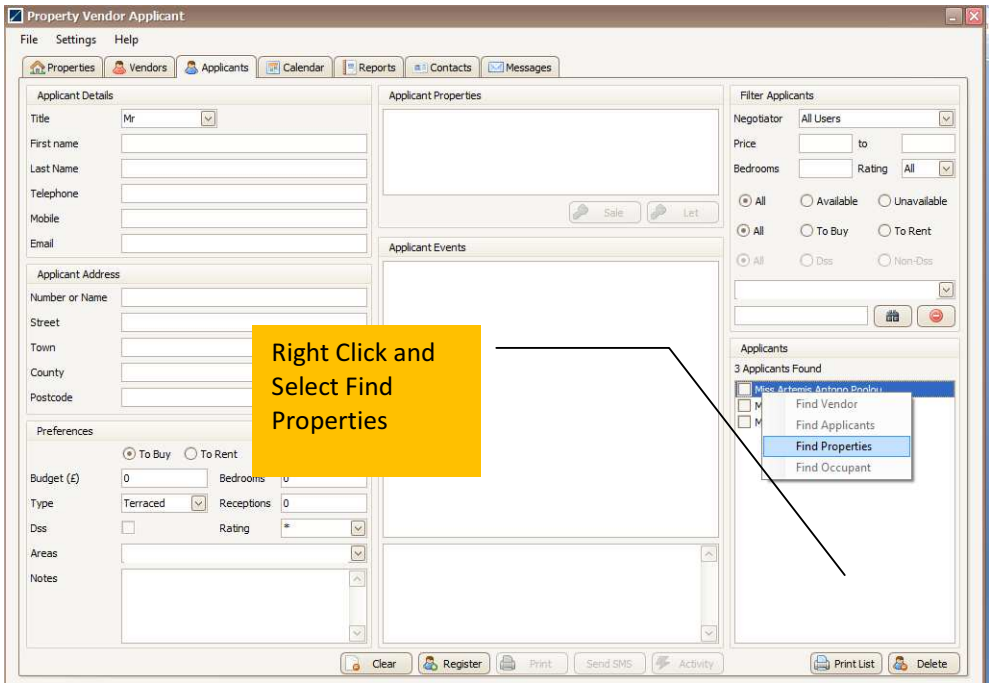
Uploading Properties to Portals



Auto Matching Properties to Applicants



Auto Matching Applicants to Properties



Rating Applicants

Property Vendor Applicant

File

Settings

Help

Properties

Vendors

Applicants

Calendar

Reports

Applicant Details

Title

Mr

First name

Last Name

Telephone

Mobile

Email

Applicant Address

Number or Name

Street

Town

County

Postcode

Lookup

Preferences

To Buy

To Rent

Budget (£)

0

Bedrooms

0

Type

Terraced

Receptions

0

Dss

Rating

Areas

Notes

You can rate your applicants by giving them stars.

e.g. 1 Star - 5 Star on the level of client.

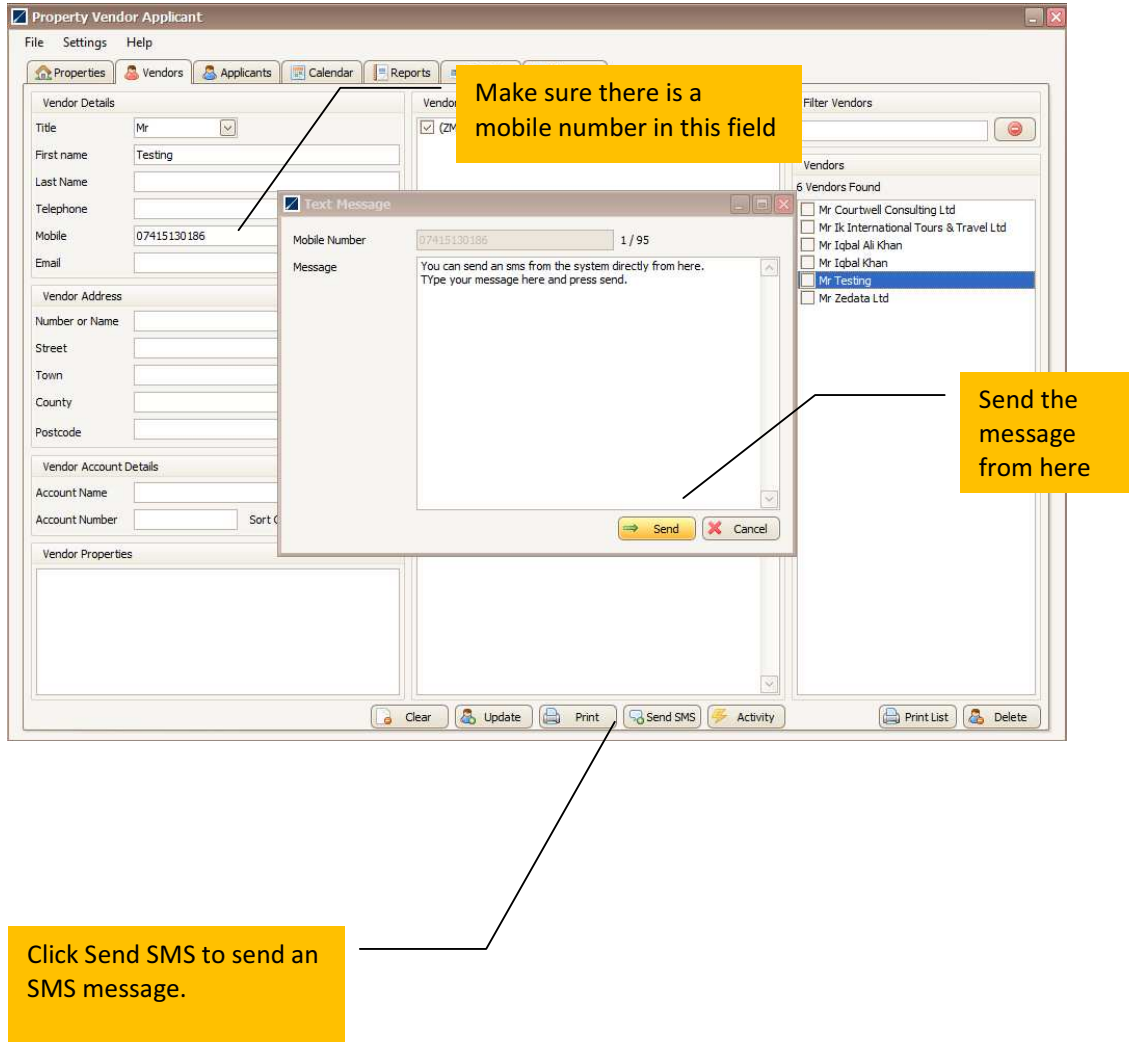
E.g. if an applicant know what their looking for and has a realistic budget and is serious to move, has no chain and is willing to move fast, you might give him/her 5 stars

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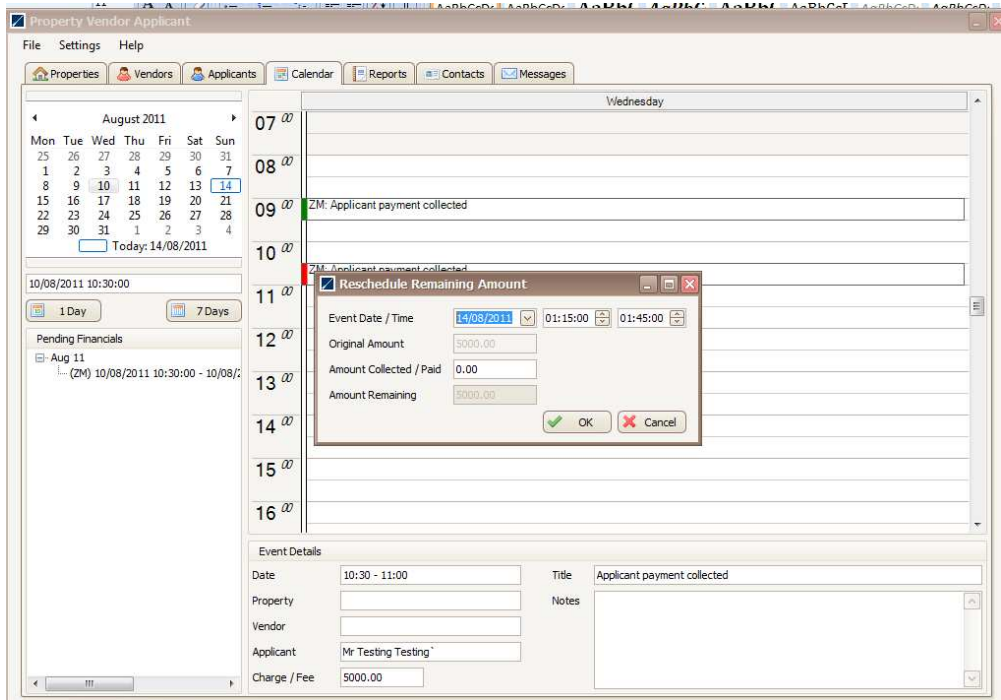
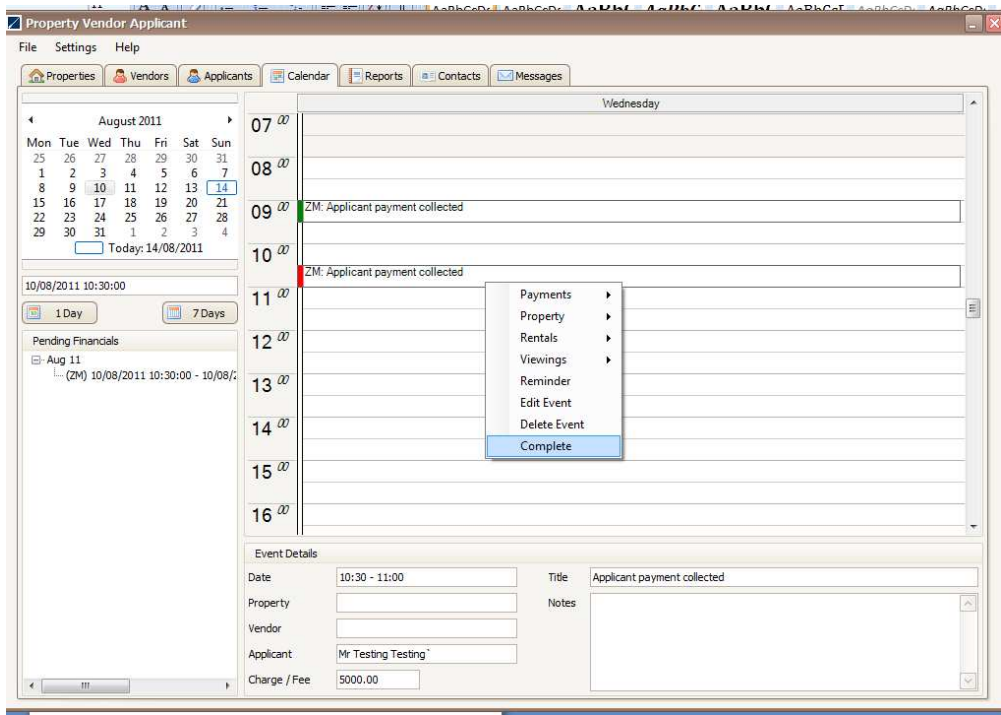
Sending SMS / Text Messages

To Vendor and Applicant

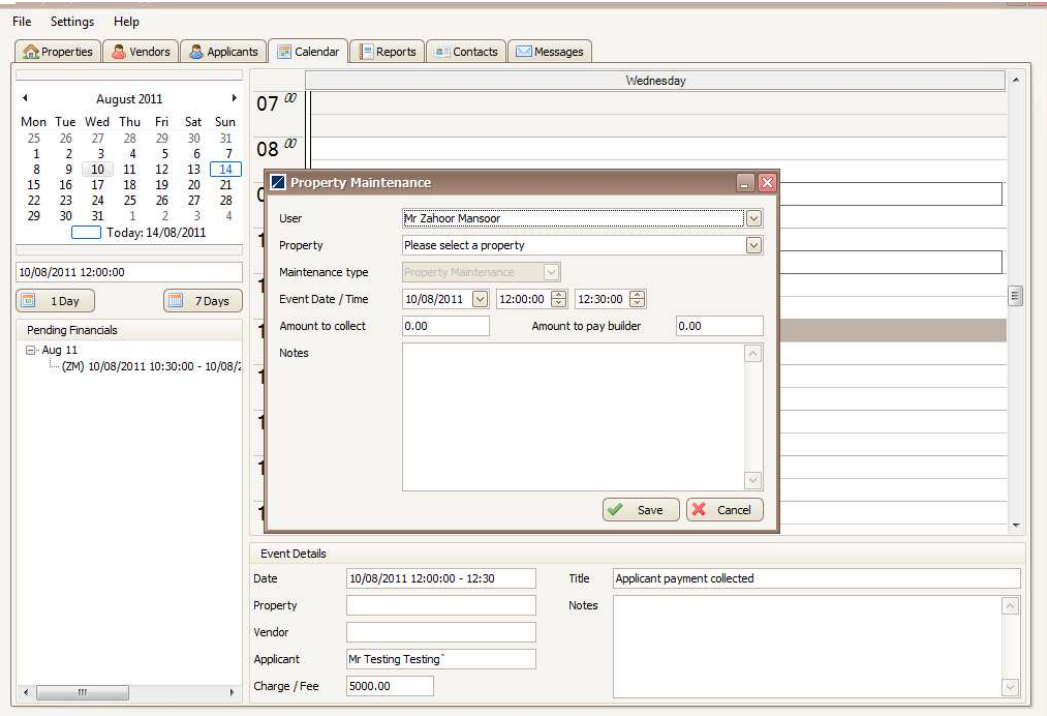
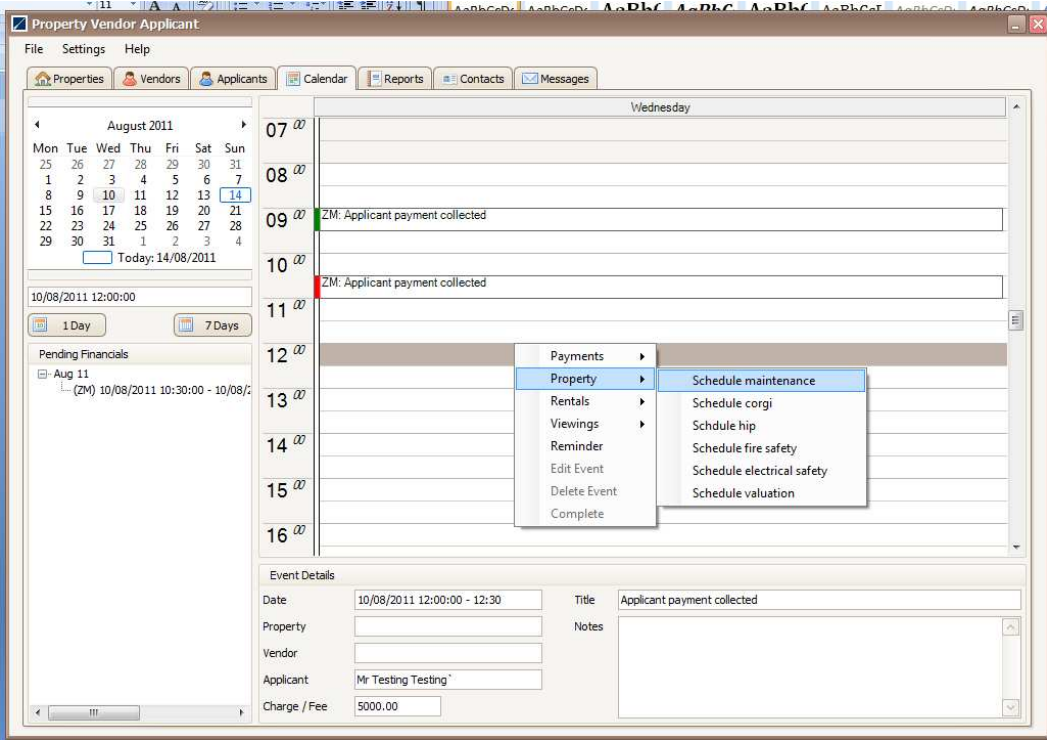
You can also set Automatic reminder from the Settings Manager (See Settings manager) or automatic sms reminders to send to applicants and to yourself before your appointments.



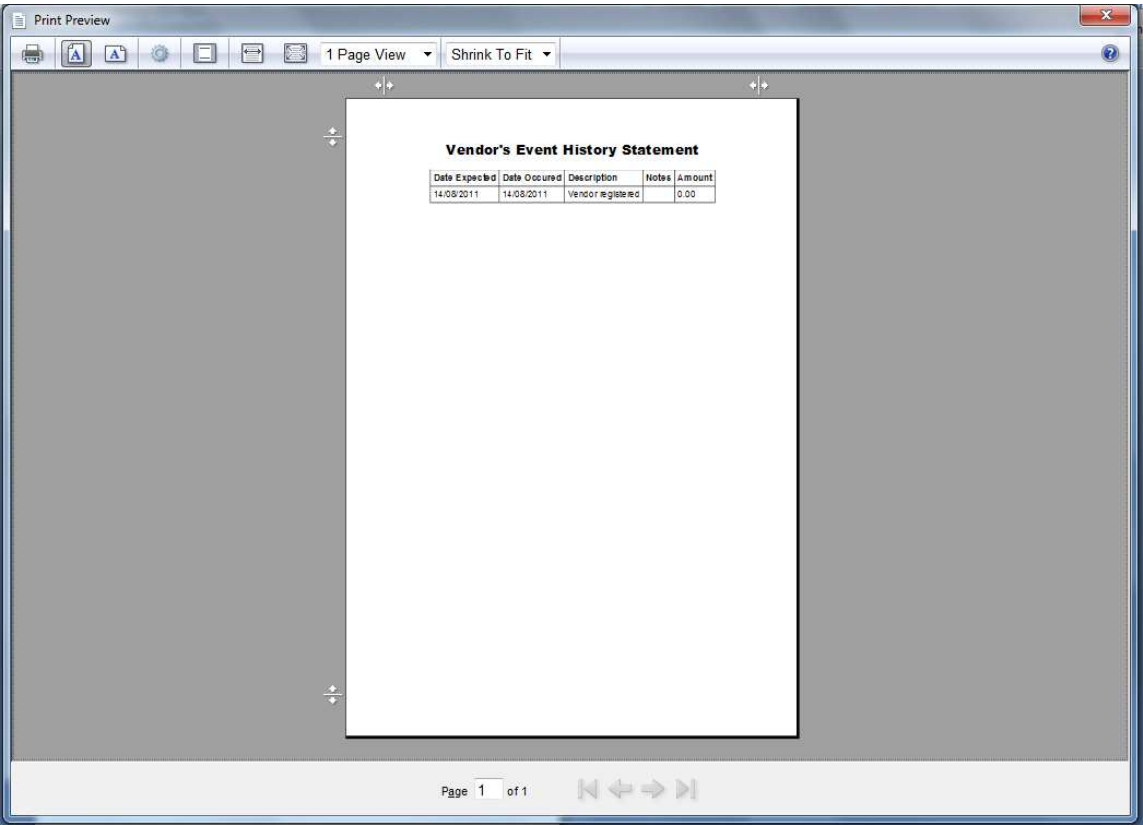
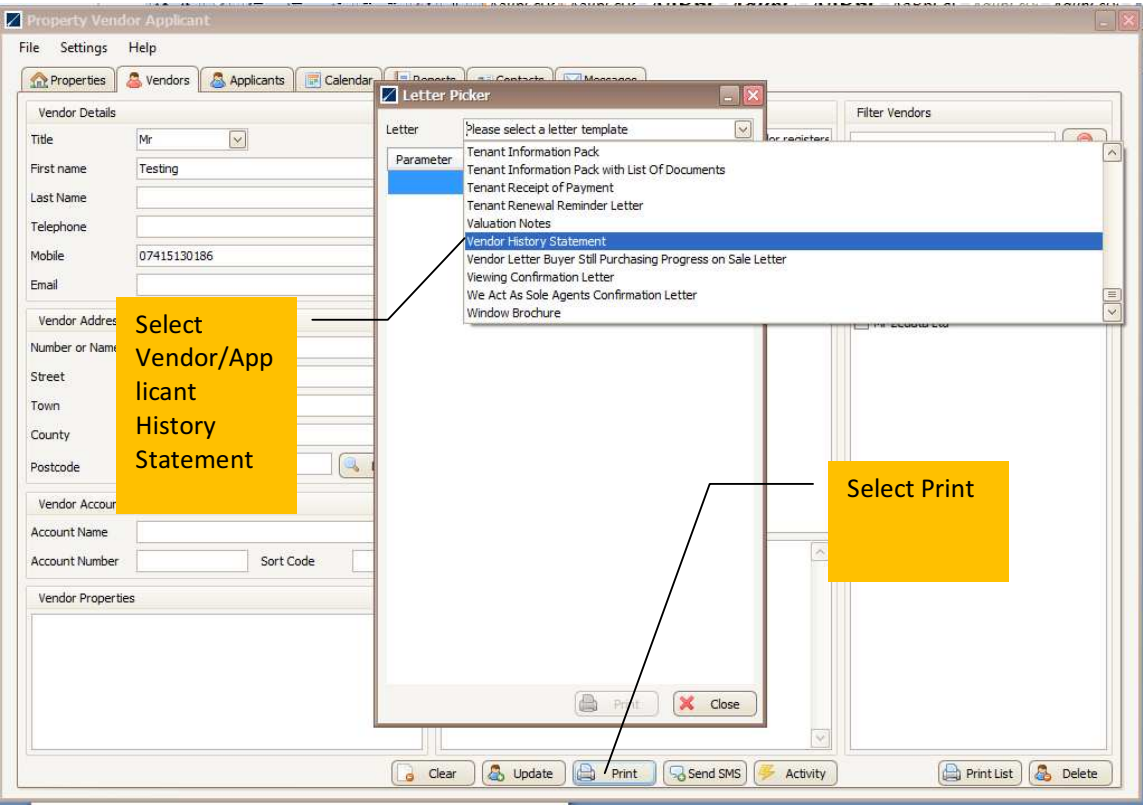
Payments to Collect and Completing Events



Schedule Maintenance



Printing Vendor and Applicant History Statements



Registering Reminders for EPC, Electrics & Gas Safe

